

U.S. Department
of Transportation

**United States
Coast Guard**



Avionics Technician First Class



**U.S. Coast Guard
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QUESTIONS ABOUT THIS TEXT SHOULD BE
ADDRESSED TO THE SUBJECT MATTER SPECIALIST
FOR THE **AVIONICS TECHNICIAN** (AVT) RATING

References

Selected References

This pamphlet contains original material developed at AVTECHTRACEN Elizabeth City, NC. The references used to develop this pamphlet are listed throughout the text under the corresponding performance qualification number. A complete list of these references is provided in Appendix C.

Introduction

The purpose of this pamphlet is to provide guidance and references to assist you in completing the AVT1 Performance Qualifications and the End-of-Course Test.


Important Note

This text has been compiled for TRAINING ONLY. It should NOT be used in place of official directives or publications. The text information is current according to the references listed. You should, however, remember that it is YOUR responsibility to keep up with the latest professional information available for your rate. Current information is available in the Enlisted Qualifications Manual, COMDTINST 1414.8 (series).

How to Proceed

This pamphlet contains assignment objectives and syllabus objectives, which are used to describe the tasks you will need to perform to satisfy the requirements of the performance qualifications.

- For the assignments: Read the text and answer the self-quiz at the end of each assignment.
- For the syllabus: Read the performance, then read the syllabus performance objectives and refer to the applicable references listed to perform the task.

The initial line (_____ ) in the syllabus portion is used to keep track of each task you have completed. This entry should be completed by a petty officer at least one pay grade higher than the student.

End-of-Course Test (EOCT)

To prepare for the EOCT, read the assignment objectives and carefully study the information contained in the text. You should also review the self-quiz for each assignment along with the pamphlet review quiz. Answers and references are found on the page following each quiz. Remember, these questions are only samples of the types of questions on the EOCT.

The syllabus “performance” objectives will NOT be tested on the EOCT.

Continued next page

Notice to Student (Continued)

Performance Qualifications Sign-Off

As PROFICIENCY in each performance qualification is demonstrated, the DATE and INITIALS columns of your Record of Performance Qualifications (CG-3303C-19, Tab-3) should be completed by your supervisor. This should be the same set of performance qualifications used to qualify for E-5. Also, a “Notice to Supervisor” page is included to provide guidance for your supervisor. Ensure that your supervisor reads the instructions on that page. It is up to YOU to ensure that this documentation is complete in order to be considered eligible for the Service Wide Exam (SWE).

This pamphlet was developed as a guide to assist you in completing your performance qualifications. You should **USE IT**.

Performance Qualification Numbers

The performance qualifications beginning with a “6” are the requirements for qualifying for E-6. Also, performance qualifications ending in “c” are common for all aviation ratings. The assignments need not be completed in any specific order.

Student Feedback Form

A student feedback form (Appendix D) is provided for you to submit recommendations to the subject matter specialist. As you read the training material, you may have comments, such as

- suggestions for adding or deleting information,
- notations of errors in the text (include page number and your reference material), or
- questions about the text or a practice exercise.

Write your comments in sentence form on Appendix D. Tear it out of the pamphlet and mail it through your unit’s mail room. The subject matter specialist will review all submissions received.

SWE Study Suggestions

Servicewide exam questions for your rate and pay grade are based on the Professional and Military Requirements sections of the Enlisted Qualifications Manual. If you use the references listed in your rating section of the Enlisted Qualifications Manual, COMDTINST 1414.8 (series), you should have good information for review when you prepare for your servicewide exam.

Introduction

The purpose of this pamphlet is to provide guidance and references to assist the student in completing the AVT1 performance qualifications and the EOCT. It also identifies what the student is expected to know and demonstrate for each performance qualification.

NOTE

This text has been compiled for TRAINING ONLY. It should NOT be used in place of official directives or publications. The text information is current according to the references listed to date.

Supervisor Guidelines

Supervisors should follow the guidelines provided below to improve consistency of the training process:

- The syllabus portion of this pamphlet contains objectives for each performance qualification. The student should be able to demonstrate proficiency in each of the objectives in order to meet the requirements for the performance qualification. The supervisor should use the syllabus to determine if the student is proficient in each performance qualification.
- An initial line (_____) is provided to keep track of each objective the student has completed, and should be initialed by a petty officer at least one pay grade higher than the student. The initial line also provides a quick way to chart the student's progress and allows you, the supervisor, to assess the student's training needs and to plan accordingly.
- The supervisor should provide the necessary information for the scenarios in the syllabus objectives requiring this information.
- Also, the student should be using the same set of performance qualifications used to qualify for E-5. This is to ensure that the supervisor is aware of any important information such as previously waived qual's or special circumstances.

Continued next page

Notice to Supervisor (Continued)

Performance Qualifications Sign-Off

NOTE

It is highly recommended that all supervisors review the information covered in the “Administration” section of the Enlisted Qualifications Manual, COMDTINST 1414.8 (series) before any performance qualifications are signed-off or waived.

As PROFICIENCY in each performance qualification is demonstrated, the DATE and INITIALS columns of the student’s Record of Performance Qualifications (CG-3303C-19) should be signed-off by the student’s supervisor.

For More Information

For more detailed information on completion of the Record of Performance Qualifications, refer to (COMDTINST M1414.8, series).

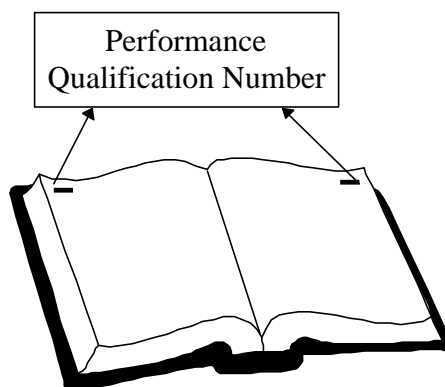
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Performance Qualification Assignments

ASSIGNMENTS

The assignments are numbered and arranged in the same manner as are the performance qualifications; Alpha-Numeric. The actual performance qualification number is listed in the upper-outer corner of each page which allows you to quickly scan the pages in order to find the specific performance qualification section. Also, the syllabus section for each performance qualification will be found at the end of each assignment. See the example below:



APPENDIXES

Pamphlet Review Quiz	A-1
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Student Feedback Form.....	D-1

Performance

REVIEW discrepancy information from aircraft records and **DETERMINE** the appropriate action that should be taken.

References

Perform the objectives listed below IAW one or more of the following references:


- Air Operations Manual, COMDTINST M3710.1 (series), Chapters 4 and 9
 - Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapters 1 and 4
 - ACMS
 - Applicable maintenance publications
 - Local station instructions (as applicable)
-

Performance Objective 1

Given an aircraft discrepancy, **VERIFY** that the appropriate aircraft flight status is assigned.

**Performance Objective 2**


Given an aircraft discrepancy, **REVIEW** the discrepancy with the originator (as required) to ensure that it is thoroughly understood.

**Performance Objective 3**

Given an aircraft discrepancy, **DETERMINE** the rating responsible for correcting the discrepancy.

**Performance Objective 4**

Given an aircraft discrepancy and the required technical information, **DETERMINE** the action to correct the discrepancy.



Objectives

To successfully complete this assignment, you must study the text and master the following objectives:

STATE the name of the manual used to assist Coast Guard personnel in procuring parts, tools, and other materials.

STATE the types of information the Federal Logistics (Fed Log) system provides.

DETERMINE the amount of identifying information needed to locate an item in the Fed Log system.

STATE the manual used to order ground support equipment for your assigned aircraft.

DEFINE an open market purchase.

DEFINE a micro-purchase.

STATE the micro-purchasing guidelines to follow when making an open market purchase.

STATE the monetary amount at which an open market purchase must be set aside for a small business.

STATE when to solicit at least 3 price quotes when making an open market purchase.

STATE the use of the Procurement Request Process Rapidly Form (PR).

COMPLETE a procurement request process rapidly form with the required information.

Continued next page

6.A.02c Procuring Parts, Tools, and other Materials (Continued)

References

The information contained in this assignment can be found in the following references:

Aeronautical Engineering Maintenance Management Manual,
COMDTINST M13020.1 (series)

General Services Administration (GSA) Supply Catalog

Federal Logistics (Fed Log) CD-ROM

Illustrated Parts Breakdown Manual,
CGTO 1C-130-4

Illustrated Tool and Equipment Manual,
A1-H60CA-GSE-400

Illustrated Tool and Equipment Manual,
CGTO 32H-65A-2

Ground Support and Related Equipment Manual,
CGTO 32A-25A-2

Simplified Acquisition Procedures Handbook,
COMDTINST M4200.13 (series)

Supply Policy and Procedures Manual,
COMDTINST M4400.19 (series)

Federal Acquisition Regulation (FAR) 19.102

Introduction

This assignment is an introduction to the Federal Logistics (Fed Log) system, the General Services Administration (GSA) Catalog and the Ground Support Equipment (GSE) section of your aircraft technical manuals. In this assignment you will also go through the process of submitting a request for the open market purchase of parts, tools, and other materials.

As a first class petty officer and aircraft technician, you will use and rely upon these publications. Knowing how to use these publications is important for you to perform your duties. For procuring parts, tools, and other materials, refer to the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).

Each Coast Guard unit must maintain an accountable, accurate open market purchase policy that conforms to the Federal Acquisition Regulations (FAR). Keeping these purchases accurate is important in account record keeping and property management.

Continued next page

**In This
Assignment**

This assignment contains the following:

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Introduction

All government procurement actions, regardless of dollar value, shall use the following sources of supply.

Supplies

The following sources are available for procurement of goods for the Coast Guard:

Agency Inventory

Excess From Others Agencies (e.g., Defense Reutilization and Marketing Office, DRMO)

Federal Prison Industries, Inc. (UNICOR)

Products available from the Committee for purchase from:

- People Who Are Blind or Severely Disabled
- National Industries for the Blind
- National Industries for the Severely Handicapped (NIB-NISH)
- Javits-Wagner-O'Day Act (JWOD)

Wholesale supply sources such as:

- GSA stock program
- Defense Logistics Agency (DLA)
- Department of Veterans Affairs (VA)
- Military inventory control points

Mandatory Federal Supply Schedules

Open-Market Commercial Suppliers (including educational and nonprofit institutions)

Services

The following sources are available for the procurement of services for the Coast Guard:

Committee for Purchase from People Who Are Blind or Severely Disabled (NIB-NISH)

Mandatory Federal Supply Schedules

Federal Prison Industries, Inc. (UNICOR)

Open Market Commercial Sources (including educational and nonprofit institutions)

Introduction

The General Services Administration (GSA) is a government agency that buys commonly used supplies and services for all other government agencies. The GSA's office of Federal Supply Service (FSS) is the primary source of personal property, non-personal services, and numerous common-use materials and supplies. These materials and supplies are listed in the GSA Supply Catalog.

Description

The GSA Supply Catalog lists over 24,000 products with descriptions and pictures. It also contains requisitioning instructions and product return instructions.

GSA Supply Catalog Sections

The GSA Catalog is divided into the following sections:

Alphabetical Index

NSN Index

Specification Index

Introduction

Office/Shop Products

Tools

Industrial Products

Furniture

Each of the last four sections are divided into categories and subcategories that group products more specifically. A Divider Index at the beginning of each section lists the categories and subcategories in that section.

Mandatory Source

The GSA Supply Catalog is a mandatory source of supply only if it meets your specific needs. If an item is not available from higher-priority sources and is listed in the GSA Supply Catalog, it must be ordered from this catalog.

Exception to Mandatory Source

To determine if an exception is applicable, refer to the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).

Introduction

If a product is not located in the catalog, call GSA to inquire about the product. Prices are constantly changing with the times, so the actual prices listed in the catalog may be different from those shown.

**Practice Exercise
(GSA Supply
Catalog)**

You need to order some glass cleaner for your shop so you get a copy of the GSA Catalog to research the required information.

**Procedure for
Using the GSA
Catalog**

The following table details what you would do to find a particular product in the GSA Catalog:

STEP	ACTION
1	Turn to the Table of Contents and find the Alphabetical Index
2	Locate glass cleaner, look for page number
3	Turn to page and find picture, verbal description, sizes available, NSN, and prices
4	Enter all information on the Surf Requisition Log or unit equivalent
5	Submit paperwork to supply
6	Ensure copy of form is filed in your shop's budget file for future reference

Introduction

The requisition form used by Coast Guard units to requisition parts, tools, and other materials, will either be form CG-4940, or your unit's equivalent. Once the part number, NSN, quantity, and unit cost are known, the next step is to place a requisition for the part.

Definition of a CG-4940 Surf Requisition Form

The CG-4940 surf requisition form is a multi-purpose form and must be used by unit personnel to advise the storekeeper of the unit's material requirements.

Example of a Surf Requisition Form

This is an example of a CG-4940 Surf Requisition Form.

[illegible]

Guidelines for Completing the Form

Use the following guidelines for completing the Surf Requisition form:

Complete columns (3) through (8), and (15).

Ensure that supply, shipment status, and receipt of materiel ordered are recorded on the form to complete the transaction.

Use the requisition log as the undelivered order file so that the form can be used as a funding-approval document or for other purposes as locally determined.

Introduction

Items available from the Defense Logistics Agency (DLA) are listed in the Federal Logistics Computer Disk (CD) System (Fed Log) on CD-ROM.

**Description of
Fed Log
Computer Disk
(CD-ROM)
System**

The Federal Logistics Computer Disk (CD) System is a multi-disk set, containing federal logistics information on one disk and Army-unique, Navy-unique, and Air Force-unique data on their own disks. The Fed Log system is currently used by all Coast Guard aviation units.

Listed Items

Fed Log provides logistics information, including the following:

CAGE codes (Commercial and Government Entity code)

National stock numbers

Reference number data

Item/colloquial name index

Part numbers

Suppliers

Interchangeability and substitutability information

Freight, and product characteristics

**Guidelines for
Accessing the
Fed Log System**

How to use the computer system at your unit to access the Fed Log system is not covered in this assignment. You will need to have someone at your unit show you the procedure.

Introduction

The Fed Log system is the same thing as the General Services Administration Catalog, except it is available on the CD ROM system.

Guidelines for Using the Fed Log System

Once logged into the Fed Log System, follow the screen prompts and enter at least one piece of identifying information about the item you are looking for, such as:

Name/Nomenclature

Part number

National stock number

Regardless of which piece of information you enter, additional information will be displayed on the screen.

Practice Exercise

After using the last box of shop towels to clean up an oil spill, you need to order four more boxes.

Procedure for Finding Products

The following table details what you would do to find a particular product in the Fed Log system:

Step	Action
1	Get the part number off of the empty box
2	Enter the part number into the Fed Log System
3	Select the view for the information you require
4	Enter all information on the Surf Requisition Log or unit equivalent
5	Submit paperwork to supply
6	Ensure a copy of the form is filed in your shop's budget file for future reference

Description

Special tools and support equipment, are special tools, equipment, or test equipment designed for use on a specific aircraft. Each airframe has an illustrated parts breakdown of all special tools and ground support equipment associated with that aircraft.

Manuals and Stocking Lists

The following reference manuals and stocking lists are used to research information used to order aircraft-special tools and support equipment (i.e. engine slings) that are only applicable to that airframe. The manuals and stocking lists are as follows:

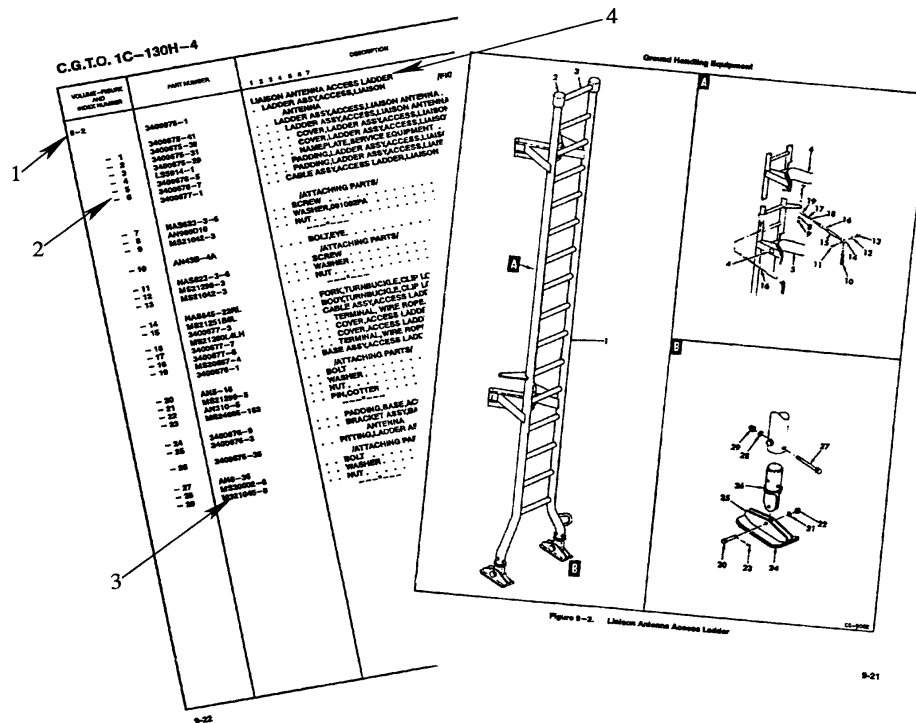
Aircraft Type	Type of Information/References
HH-60J	Illustrated Parts Breakdown Special Support Equipment A1-H60CA-GSE-400
HC-130	Illustrated Parts Breakdown Aerospace Ground Equipment Section 1C-130H-4
HU-25	Illustrated Tool and Equipment Manual 32A-25A-2
HH-65A	Illustrated Tool and Equipment Manual 32H-65A-2
All Aircraft	Stocking List for all Aircraft Materiel Listed according to unit's needs and what is in stock at that unit Aircraft Materiel Stocking List, CG 298

Ordering

After finding the part number for the item, enter it into the Fed Log system to access the required information to enter on the Surf Requisition Log. Complete the log and submit it to the unit storekeeper for processing. Ensure that you keep a copy for your shop files.

Illustration of a Support Equipment Manual

Below is an example of a support equipment manual showing a Liaison Antenna Access Ladder and its parts breakdown as listed in the Aerospace Ground Equipment section of the Illustrated Parts Breakdown, 1C-130H-4.



Description of Reference Numbers

Below are descriptions of references found in the Illustrated Parts Breakdown, 1C-130H-4.

Reference Number	Description
1	Figure number identifies the corresponding illustration.
2	Index numbers are assigned to individual parts that make up the assembly and correspond to the illustration numbers.
3	Part number, this is the part identification number assigned by the manufacturer.
4	Each part is described to make identification easier.

Definition

An open market purchase is a purchase from commercial sources when all government supply sources have been evaluated and are not available or cannot satisfy the government's needs.

Micro-Purchase Policy

An open market purchase of supplies/services for \$2,500.00 or less is known as a micro-purchase. The procurement methods for making a micro-purchase are detailed in the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series). These methods are designed to do the following:

Reduce administrative work and expedite the purchases of readily available supplies/services.

Simplify the process once the procurement official determines that the item/service is not available from a mandatory source.

NOTE

Micro-purchasing does not waive mandatory supply sources or procedures.

Micro-Purchasing Guidelines

The following guidelines should be followed when making a micro-purchase:

Purchases do not have to be reserved for small businesses

Purchases shall be rotated among qualified suppliers

Purchases may be made without competitive quotes

Ensure the price is fair and reasonable

Personal preference and brand-name identification shall not limit vendors

Federal Acquisition Regulation clauses are not required for micro-purchases

**Small Business
Set-Aside Policy**

All open market purchases between \$2,500.01 and \$100,000.00 are to be set aside for small business.

**Small Business
Requirements**

As stated in the Federal Acquisition Regulation (FAR) 19.102, the Small Business Administration establishes small business size standards on an industry-by-industry basis. Size standards are based on either a firm's average number of employees during pay periods for the preceding twelve months or its average annual gross receipts for the past fiscal years.

**Procedure for
Identifying a
Small Business**

What is required of you, the requisitioner? Refer to the Simplified Acquisition Procedures Handbook M4200.13 (series) for information on open market purchases or refer to the steps in the following table:

Step	Action		
1	Ask the business or service you are dealing with if they are a small business or not.		
		IF	THEN
		they are,	do business with them.
		they are not,	find another source.

NOTE

When you turn in your Procurement Request Form, you will be informing the purchasing authority that you are dealing with a small business.

Introduction

As a supervisor, you will be required to submit open market purchase requests for acquiring shop and aeronautical equipment, i.e. aircraft test equipment, cabinets, chairs, etc... Certain information is required from you, the requisitioner, to make the acquisition process run smoothly with minimum delays.

Open Market Purchases and Procedures

Most open market purchases are considered Small Purchases. The steps listed below should be followed when submitting an open market purchase request.

Step	Action								
1	Locate sources and check suppliers for small business, labor surplus, and the buy - American program								
2	<div>Solicit price quotes (if required)</div> <table> <tr> <th>If the cost is...</th><th>Then...</th></tr> <tr> <td>\$2,500.00 or less</td><td>a one price quote is sufficient if price is considered to be fair and reasonable</td></tr> <tr> <td>more than \$2,500.01 up to \$100,000.00</td><td>you must solicit at least 3 competitive price quotes unless the vendor is a sole source</td></tr> <tr> <td>more than \$2,500.01 and the vendor is the sole source</td><td>document with a Sole Source Justification. Refer to COMDTINST M4200.13 (series)</td></tr> </table>	If the cost is...	Then...	\$2,500.00 or less	a one price quote is sufficient if price is considered to be fair and reasonable	more than \$2,500.01 up to \$100,000.00	you must solicit at least 3 competitive price quotes unless the vendor is a sole source	more than \$2,500.01 and the vendor is the sole source	document with a Sole Source Justification. Refer to COMDTINST M4200.13 (series)
If the cost is...	Then...								
\$2,500.00 or less	a one price quote is sufficient if price is considered to be fair and reasonable								
more than \$2,500.01 up to \$100,000.00	you must solicit at least 3 competitive price quotes unless the vendor is a sole source								
more than \$2,500.01 and the vendor is the sole source	document with a Sole Source Justification. Refer to COMDTINST M4200.13 (series)								
3	Evaluate solicited quotes to determine source of supply								
4	Complete a purchase request and submit to storekeeper								
5	Keep a copy of purchase request in shop files								

NOTE

The purchase authority will be reviewing your procurement request and if the authority has any questions, it will be returned to you. A returned request will slow down the process.

Introduction

After settling on a final quote for a product or service, you will have to fill out a *Department of Transportation* (D.O.T.) Procurement Request Process Rapidly Form, Form DOT F 4200.1.2CG (PR). This form is used to make an open market purchase and is submitted to your unit purchasing authority.

Illustration of the Procurement Request Progress Rapidly

This is an example of a D.O.T. *Procurement Request Process Rapidly* Form, Form DOT F 4200.1.2CG (PR). The following two pages show how the form should be completed.

READ INSTRUCTIONS ON PAGE 2															PAGE 1 OF PAGES																																																
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h1 style="margin: 0;">PROCUREMENT PROCESS</h1> </div> <div style="text-align: center;"> <h1 style="margin: 0;">REQUEST RAPIDLY</h1> </div> </div>															PROCUREMENT REQUEST NO. _____																																																
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT															DATE RECEIVED _____																																																
3. ORIGINATING OFFICE DATA															2. TYPE OF REQUEST (Check one)																																																
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)															A. <input type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____																																																
5. APPROVALS															6. CONSIGNEE AND DESTINATION																																																
APPROVING OFFICIALS			ROUTING SYMBOL		DATE		INTERNAL		ROUTING		7. DATE(S) REQUIRED																																																				
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(4)																																																															
9. DESCRIPTION OF ITEMS OR SERVICES															8. GOVERNMENT FURNISHED PROPERTY																																																
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10. ACCOUNTING DATA (Subhead Administrator complete shaded blocks. Accounting Branch complete remaining blocks.)																																																															
CHECK APPLICABLE QUARTER															TOTAL																																																
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AGENCY		DIST	APPN CODE	LIM CODE	FUND CODE	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NO.			SUFFIX	AMOUNT																																																		
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FORM DOT F 4200.1-2CG (Rev. 10-90)

Continued next page

**Description/
Function of
Sections**

The reference table below gives an explanation of each section of the form that is required to be filled out. The rest of the form will be filled out by the supply department. The Procurement Request Process Rapidly Form (PR) is on the following page:

Block No.	Description	Function	Remarks
1	Name & Phone Number	Your name, title and extension	Typed or Printed
2	Type of Request A. New Request B. Change to ... C. Modification to ...	Check whether PR will be a new one, continuation, or modifying existing order	Typed or Printed
3	Originating Office Data	Your shop/office, work area	Typed or Printed
4	Additional Information	Name, address, phone number and fax number of the company or service you are doing business with	Typed or Printed
5	Approvals A. C. B. D. Routing	Name and Title of Approving Official(s)	Typed or Printed
6	Consignee & Destination	Where the merchandise is sent to, or services performed at	Typed or Printed
7	Date Required/PR Priority	An agreed upon delivery date or date item needed by, between the supplier and the requisitioner	PR/Priority
8	Self-explanatory	Self-explanatory	Self-explanatory
9	Description of Items or Service	Enter the description, quantity, unit and estimated cost	Include the cost of shipping in the amount column
10	Accounting Data	Indicates the quarter of the fiscal year the funds are coming out of and the total amount of the order	1 st , 2 nd , etc...

Continued next page

Description/ Function of Sections (Continued)

Blocks located below block # 10, is information that must be completed by the store keeper at your unit. It is accounting data that is for unit level information concerning supply.

Example of Completed PR Form

A typical Procurement Request Process Rapidly Form (PR) is completed as shown below.

READ INSTRUCTIONS ON PAGE 2 PAGE 1 OF 1 PAGES

DEPARTMENT OF TRANSPORTATION										PROCUREMENT REQUEST NO.		
<div style="display: flex; justify-content: space-around; font-size: 2em; font-weight: bold;"> P R </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCCESS REQUEST RAPIDLY </div>										DATE RECEIVED		
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT AMTC Zahand ext. 6418										2. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST		
3. ORIGINATING OFFICE DATA AMT Shop Building 8										B. <input type="checkbox"/> CHANGE TO PENDING PR NO.		
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) Midatlantic Electrical Supply Phone# (410)641-7159 4331 S. Greenmont Ave. Baltimore, MD 21237 Fax# (410)641-7158										C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO.		
5. APPROVALS										6. CONSIGNEE AND DESTINATION Commanding Officer USCG AVTECHTRACEN Bldg 8 Elizabeth City, NC 27909		
APPROVING OFFICIALS		ROUTING SYMBOL	DATE	INTERNAL ROUTING								
(A)	(B)	(C)	INITIALS (D)	ROUTING SYMBOL								
(1) AUTHORIZED REQUISITIONER AMTCS King												
(2) ACCOUNTING CERTIFICATION OFFICER CWO Mock												
(3)							7. DATE(S) REQUIRED 30 December 2001 PR Priority:					
(4)							8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "YES" see par. 8 of instructions on page 2.)					
9. DESCRIPTION OF ITEMS OR SERVICES												
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)						QUANTITY (C)	UNIT (D)	ESTIMATED COST			
									UNIT (E)	AMOUNT (F)		
01	Raychem Compressed Air/ Nitrogen Heater Nitrogen Heater Model # HT900B						01	EA	\$2,300	\$2300.00		
	Shipping Charge						01	EA	\$25.00	\$25.00		
10. ACCOUNTING DATA (Subhead Administrator complete shaded blocks. Accounting Branch complete remaining blocks.)												
CHECK APPLICABLE QUARTER <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input checked="" type="checkbox"/> 3RD <input type="checkbox"/> 4TH												
										TOTAL	\$2325.00	
A G E N C Y	APPN CODE	LIM CODE	FUND CODE	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NO.				SUFFIX	AMOUNT
							TYPE	FY	P.R. NO.			
2							2	1				
2							2	1				

FORM DOT F 4200.1.2CG (Rev. 10-90)

Introduction

You will complete a Procurement Request Form with the information provided in the practice scenario below.

Directions

Read the scenario below and complete the PR on the next page, or a blank form provided at your unit with the required information.

Scenario

As the Aviation Maintenance Supply Petty Officer for your unit, you are taking an inventory of electrical equipment and determine that you need to order three multimeters and two megohmmeters to bring your inventory back up to complement.

You have just entered the fourth quarter of the fiscal year.

You found a company that supplies what you are looking for, and is classified as a small business, (Network Electronics, 5415 Mariner St. Largo, Florida, 33541, Phone # (813) 555-1111, Fax # (813) 555-1112.

Shipping charge, \$24.00.

Visa credit card is accepted.

Shipping time is 14 days.

Item #1: Megohmmeter, battery powered, digital, model # AMB-4D, stock # 50F4911, price \$279.85 each.

Item #2: Multimeter high performance, model #79, stock #50F6944, price \$185.00 each.

You are to use your unit's address, work area and extension to complete the Procurement Request Form.

Continued next page

**Procurement
Request Process
Rapidly Form**

Complete the form below using the information provided on page 20. If you have questions filling out the form, review the feedback on the next page.

READ INSTRUCTIONS ON PAGE 2

PAGE 1 OF PAGES

DEPARTMENT OF TRANSPORTATION <div style="display: flex; justify-content: space-around; font-size: 2em; font-weight: bold;"> PR </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCUREMENT ROCESS REQUEST RAPIDLY </div>						PROCUREMENT REQUEST NO. DATE RECEIVED				
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT						2. TYPE OF REQUEST (Check one) A. <input type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____				
3. ORIGINATING OFFICE DATA										
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)										
5. APPROVALS						6. CONSIGNEE AND DESTINATION 7. DATE(S) REQUIRED 8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO (If "YES" see par. 8 of Instructions on page 2.)				
APPROVING OFFICIALS (A)		ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING INITIALS (D) ROUTING SYMBOL						
(1) AUTHORIZED REQUISITIONER										
(2) ACCOUNTING CERTIFICATION OFFICER										
(3)										
(4)										
9. DESCRIPTION OF ITEMS OR SERVICES										
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)				QUANTITY (C)	UNIT (D)	ESTIMATED COST UNIT (E) AMOUNT (F)			
10. ACCOUNTING DATA (Subhead Administrator complete shaded blocks. Accounting Branch complete remaining blocks.)										
CHECK APPLICABLE QUARTER <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH						TOTAL				
AGENCY	DIST	APPN CODE	LIM CODE	FUND CODE	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NO. TYPE FY P.R. NO.	SUFFIX	AMOUNT
2								2 1		
2								2 1		

FORM DOT F 4200.1.2CG (Rev. 10-90)

Feedback

Your Purchase Request form should be completed as shown below. If you had trouble completing this form, review the applicable section of this reading assignment and correct any errors found.

READ INSTRUCTIONS ON PAGE 2 PAGE 1 OF 1 PAGES

DEPARTMENT OF TRANSPORTATION <div style="display: flex; justify-content: space-around; font-size: 2em; font-weight: bold;"> P R </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCUREMENT REQUEST </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> ROCESS RAPIDLY </div>						PROCUREMENT REQUEST NO.				
						DATE RECEIVED				
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT Trainees name and extension						2. TYPE OF REQUEST (Check one)				
3. ORIGINATING OFFICE DATA Trainees shop/work area/ext.						A. <input checked="" type="checkbox"/> NEW REQUEST				
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.) Network Electronics Phone# (813)555-1111 5415 Mariner St. Largo, FL 33541 Fax # (813)555-1112						B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____				
						C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____				
5. APPROVALS						6. CONSIGNEE AND DESTINATION Commanding Officer USCG Airstation Trainees unit address				
APPROVING OFFICIALS		ROUTING SYMBOL	DATE	INTERNAL ROUTING						
(A)		(B)	(C)	(D) ROUTING SYMBOL						
(1) AUTHORIZED REQUISITIONER										
Trainee's Approving Off										
(2) ACCOUNTING CERTIFICATION OFFICER						7. DATE(S) REQUIRED Calendar Date: June 1, 1998 PR Priority				
(3)						8. GOVERNMENT FURNISHED PROPERTY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If "YES" see par. 8 of Instructions on page 2)				
(4)										
9. DESCRIPTION OF ITEMS OR SERVICES										
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST						
				UNIT (E)	AMOUNT (F)					
01	Megohmmeter, Battery Powered Digital Model # AMB-4D, Stock # 50F4911	02	EA	279.85	\$559.70					
02	Multimeter, High Performance Model # 79, Stock # 50F6944	03	EA	185.00	\$555.00					
	Shipping	01	EA	\$24.00	\$24.00					
10. ACCOUNTING DATA (Subhead Administrator complete shaded blocks. Accounting Branch complete remaining blocks.)										
CHECK APPLICABLE QUARTER <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input checked="" type="checkbox"/> 4TH				TOTAL						
				\$1138.70						
AGENCY	APPN CODE	LIM CODE	FUND CODE	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NO.		SUFFIX	AMOUNT
							TYPE	FY		
2							2	1		
2							2	1		

FORM DOT F 4200.1.2CG (Rev. 10-90)

Directions

In this practice exercise you will be using either the GSA Catalog or the GSA CD-ROM on the Fed Log System. Read each scenario below carefully and research the required information. After you have completed the practice exercise, compare your information with the feedback on the next page.

**Materials
Required**

The following materials are required to complete scenario's #1 and #2.

GSA Catalog

GSA CD-ROM for the Fed Log System

Scenario # 1

You are assigned to the AMT shop, and your Chief assigns you the task of ordering two new non-sparking 5.5" to 6.6" long, three - quarter inch jaw capacity adjustable wrenches for the oxygen carts. Using either the GSA catalog or the Fed Log system, research the wrenches and fill out the Surf Requisition (CG 4940) or local equivalent.

Scenario # 2

You are assigned to the Quality Assurance Office. Your Chief informs you that the office is running low on medium size paper clips and assigns you the task of ordering ten boxes. Using either the GSA catalog or the Fed Log system, research the medium size paper clips and fill out the Surf Requisition Log (CG 4940) or local equivalent.

Feedback

Compare your information with the feedback below. The prices may be different due to the time of publication of this text, and price adjustments. If you had trouble finding the information, review the appropriate section of this lesson or have someone at your unit show you how to access the information.

Scenario # 1

Adjustable Wrench, non -sparking
Stock Number (5120-00-278-0340)
Price (\$22.97)
Unit of Issue (EA)
Source of Supply (GSA)

Scenario # 2

Paper Clip, medium
Stock number (7510-00-161-4291)
Price (\$0.57)
Unit of Issue (BX)
Source of Supply (GSA)

Introduction

The following practice scenarios are universal in that they can be used on any of the four main airframes currently in the Coast Guard inventory. You will be required only to complete the scenario which pertains to the aircraft that you are assigned at your unit.

**Materials
Required**

You will need the aircraft Ground Support Equipment Manual for unit assigned aircraft to complete the scenarios below:

Directions

Research the information you would need to provide to your unit's supply department to order the part (part number, stock number, unit cost, source of supply, unit of issue and quantity).

Scenario # 1

You are assigned to Line Maintenance at your unit. Your Chief just surveyed an aircraft tow bar and assigns you the task of ordering a replacement. Research the required information in the applicable GSE manual and fill out a procurement request or unit equivalent.

Scenario # 2

You are assigned to the engine shop. Your Chief assigns you the task of ordering a new engine sling. Research the required information in the applicable GSE manual and fill out a procurement request or unit equivalent.

Continued next page

**Feedback
Scenario #1**

Compare your information to the feedback below. If you had any trouble finding the information, review the Procuring Ground Support Equipment section in this lesson or have someone show you how to access the information.

Towbar	HC-130	HU-25
Part Number	403980-1	TMY2-09.105
Stock Number	1730-00-554-5439	Supplied by ARSC
Unit Cost	\$3,630.00	Supplied by ARSC
Source of Supply	N32	ARSC
Unit of Issue	EA	EA
Quantity	01	01

Towbar	HH-60	HH-65
Part Number	1479AS400-1	703A91-0415-00
Stock Number	1730-01-154-1784	Supplied by ARSC
Unit Cost	\$7,200.00	Supplied by ARSC
Source of Supply	N32	ARSC
Unit of Issue	EA	EA
Quantity	01	01

Continued next page

Procuring Ground Support Equipment, Feedback (Continued) 6.A.02c

Feedback Scenario # 2 (Continued)

Compare your information to the feedback below. If you had any trouble finding the information, review the Procuring Ground Support Equipment section in this lesson or have someone show you how to access the information.

Engine Sling	HC-130	HU-25
Part Number	404055-1	TMY20-71.102G01
Stock Number	1730-00-670-1556	Supplied by ARSC
Unit Cost	\$7,750.00	Supplied by ARSC
Source of Supply	N32	ARSC
Unit of Issue	EA	EA
Quantity	01	01

Engine Sling	HH-60	HH-65
Part Number	70700-77408-047	LTCT-5454-01
Stock Number	1730-01-274-3556	Supplied by ARSC
Unit Cost	\$286.00	Supplied by ARSC
Source of Supply	N32	ARSC
Unit of Issue	EA	EA
Quantity	01	01

Questions

Answer the following questions on procuring parts, tools and other materials

1. What is the name of the manual used to assist Coast Guard personnel in procuring parts tools and materials?

2. What types of information does the Fed Log system provide?

1) _____ 2) _____

3) _____ 4) _____

5) _____ 6) _____

7) _____ 8) _____

9) _____

3. When logged on the Fed Log system, follow the

_____ and enter at least
_____ about the item.

4. What manuals are used to research the information required to order ground support equipment, for your specific aircraft? (Only one answer required)

1) HH-60J _____

2) HC-130 _____

3) HU-25 _____

4) HH-65A _____

Continued next page

**Questions
(Continued)**

5. What is an open market purchase?

6. An open market purchase of supplies/services for \$2,500.00 or less is known as a _____.

7. State the guidelines to follow when making a micro-purchase.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

8. All open market purchases between \$_____ and \$_____ are set aside for small businesses.

Continued next page

**Questions
(Continued)**

9. When making an open market purchase, you should solicit at least
3 price quotes if the purchase price is greater than
\$_____.

10. You will have to fill out a Procurement Request Process Rapidly
Form (PR) after settling on a _____.

11. The Procurement Request Process Rapidly Form (PR) is used to
make an _____.

Feedback

Compare your answers to the feedback provided below. If you had trouble with this self-quiz, please review the appropriate section of this assignment.

Question	Answer	Reference
1	The Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)	3
2.	1) CAGE codes 2) National stock numbers 3) Reference number data 4) Item/colloquial name index 5) part numbers 6) suppliers 7) interchangeability and substitutability information 8) freight 9) product characteristics	9
3.	1) screen prompts 2) one piece of identifying information	10
4.	A1-H60CA-GSE-400 1C-130H-4 32A-25A-2 32H-65A-2	11
5.	A purchase from commercial sources when all government supply sources have been evaluated and are not available or cannot satisfy the government's needs.	13
6.	micro-purchase	13

Continued next page

Procuring Parts, Tools, and other Materials

Self-Quiz, Feedback (Continued)

6.A.02c

Self-Quiz Feedback (Continued)

Compare your answers to the feedback provided below.

Question	Answer	Reference
7.	1) Purchases do not have to be reserved for small businesses 2) Purchases shall be rotated among qualified suppliers 3) Purchases may be made without competitive quotes 4) The price is fair and reasonable 5) Personal preference and brand-name identification shall not limit vendors 6) Federal Acquisition Regulation clauses are not required for micro-purchases	13
8.	\$2,500.01 and \$100,000.00	15
9.	\$2,500.01	15
10.	final quote for a product or service	17
11.	open market purchase	17

Performance

PROCURE parts, tools and other materials.

References

Perform objectives listed below IAW one or more of the following references:

COMDTINST M13020.1 (series)

COMDTINST M4400.19 (series)

COMDTINST M4200.13 (series)

CGTO 1C-130-4

A1-H60CA-GSE-400

CGTO 32H-65A-2

CGTO 32A-25A-2

Federal Logistics (Fed Log) CD-ROM

General Services Administration (GSA) Supply Catalog

Local Instructions (as applicable)


**Performance
Objective 1**

Given access to the Fed Log System and at least one piece of identifying information for an item, **OBTAIN** all the required information to order the item.

_____ 

**Performance
Objective 2**


Given access to a GSA Catalog and the name of an item, **OBTAIN** all the required information to order the item.

_____ 

Continued next page

**Performance
Objective 3**

Given the name of an aircraft special tool, the applicable Ground Support Equipment Manual, a CG 298, and access to the Fed Log System, **OBTAIN** all the required information to order the special tool.

**Performance
Objective 4**

Given all the information required to order parts, tools, and other materials, **COMPLETE** the appropriate form, either a surf requisition form/local equivalent or a procurement request process rapidly form.



Performance

PREPARE shop and aircrew training schedules.

References

Perform the objectives listed below IAW one or more of the following references:

- Air Operations Manual, COMDTINST M3710.1 (series), Chapters 1, 8, 9, and Appendix A
 - Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapter 6
 - Aviation Maintenance Management Information System (AMMIS)
 - Local station instructions (as applicable)
-

**Performance
Objective 1**

DETERMINE shop training required.

**Performance
Objective 2**

DETERMINE the personnel available for conducting shop training.






**Performance
Objective 3**

PREPARE a shop training schedule.

**Performance
Objective 4**

COORDINATE aircrew training with the Training Petty Officer to meet station requirements.



Performance	DIRECT personnel in the safe handling and disposal of hazardous material. <hr/>
References	Perform the objectives listed below IAW one or more of the following references: <ul style="list-style-type: none">• Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapters 12 & 14• Material Safety Data Sheets (MSDS)• Local station instructions (as applicable) <hr/>
Performance Objective 1	REVIEW MSDS's and local station instructions concerning handling and disposal of hazardous materials. <div><hr/></div> <hr/>
Performance Objective 2	IDENTIFY hazardous materials in your work area(s). <div><hr/></div> <hr/>
Performance Objective 3	STATE hazardous material handling and disposal procedures to personnel at your unit. <div><hr/></div> <hr/>
Performance Objective 4	ASSIGN personnel to dispose of hazardous materials. <div><hr/></div> <hr/>
Performance Objective 5	VERIFY that the hazardous material has been disposed of properly. <div><hr/></div> <hr/>

Objectives

To successfully complete this assignment, you must study the text and master the following objectives:

- **STATE** the manual used for additional information on the Aviation Computerized Maintenance System (ACMS).
 - **STATE** the 3 common types of maintenance reports.
 - **STATE** the disposition of Significant Component History Report's (SCHR's) for uninstalled serial numbered items.
 - **STATE** the minimum printing requirements for the Maintenance Due List (MDL).
-

References

The information contained in this assignment can be found in the following references:

- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
 - ACMS User's Guide, CGTO PG-85-00-10
-

**In This
Assignment**

This assignment contains the following:

Subject	Page
ACMS Component Reports	3
ACMS Configuration Report.....	4
ACMS Significant Component History Report.....	6
ACMS Maintenance Due List Report	8
ACMS Report Data Self-Quiz.....	10
ACMS Report Data Self-Quiz, Feedback.....	12
Syllabus	13

Introduction

All Coast Guard aircraft have specific components or equipment that are tracked or monitored by flight hours, landings or cycles including the actual airframe itself. This information is compiled and printed in several different computer report formats. The reports can be used to form trend analysis and to identify problem areas.

Reports

Common reports that are frequently generated by the ACMS user are the reports that you as a technician at a unit will most likely come in contact with from day to day. For additional information about types of reports and information contained in the ACMS, refer to CGTO PG-85-00-10. Listed below are some of the common reports generated:

- Configuration Report
 - Maintenance Due List
 - Significant Component History Report (SCHR)
-

Configuration Report

The Configuration Report presents a detailed itemized listing of an aircraft or selected assembly that is tracked by serial number. The configuration report primarily lists all sub-components of a major assembly tracked by serial number. Informational details of the report include:

- Part Name
- Part Pos (Part Position)
- CEI Number (Component End Item; used by ACMS contractor)
- Serial Number
- Part Number
- TSN (Time Since New)
- TSO (Time Since Overhaul)

NOTE

The absence of a serial number entry against a particular component indicates that the component is not installed in the database and required maintenance is not being scheduled for it.

Continued next page

ACMS Configuration Report (Continued)

6.A.05c

Configuration Report Example

The report shown below is an example of a typical ACMS Configuration Report; this one is for the HH-60J:

CG / HH-60 AIRCRAFT CONFIGURATION REPORT										PAGE: 2 DATE: 07/13/98											
(GENERAL INFORMATION)										*****											
OPERATING ACTIVITY		ASSEMBLY NUMBER		TSN		TSO		HRS		*****											
AR & SC		6027		3381		10		10		*****											
PART NAME		PART POS		CEI NUMBER		SERIAL NUMBER		PART NUMBER		TSN		TSO		LCF1		LCF2		TTI		EOH	
FORWARD SERVO BELCRANK				60-6700-008		J35500587		70400-08101-046		3381											
AFT SERVO BELCRANK				60-6700-009		32636311		70400-08102-045		1243											
AFT SERVO WALKING BEAM				60-6700-010		C34600527		70400-08104-048		7212											
AFT TIEROD SUPPORT ASSY				60-6700-011		D39100187		70400-08112-046		3381											
LEFT TIEROD				60-6700-012		A34400685		70400-08115-046		184											
PRIMARY SERVO		AF		60-6730-001		B30306869B		274000-1033		2891		2891									
FW				60-6730-001		B30306509		70410-22820-043		2551		2551									
PRIMARY SERVO		LA		60-6730-001		B30305275A		70410-22820-043		1722		1722									
ROLL TRIM ASSEMBLY				60-6730-002		A25600037		70410-22760-050		10		10									
SAS ACTUATOR				60-6730-006		B11208792		70410-02500-049		10		640									
PITCH TRIM ASSEMBLY				60-6730-003		A32802271		70410-02500-049		2996		2999									
SAS ACTUATOR		CO		60-6730-006		B11207278		70410-22910-045		2999		2999									
COLL/YAW SERVO ASSEMBLY				60-6730-004		A22000861		70410-02500-049		3381		2704									
SAS ACTUATOR		YW		60-6730-004		A22000735		70410-22910-045		281		1559									
COLL/YAW SERVO ASSEMBLY				60-6730-006		B11204519		70410-02500-049		2319		2319									
SAS ACTUATOR				60-6730-005		D23300770		70400-26100-042		1559		1559									
TR PITCH BEAM SHAFT				60-6730-010		B39902648		2227000-12		2319		2319									
TAIL ROTOR SERVO				60-8500-001		RFW0228		549AS400-1		1801		1801									
BOMB RACK		LI		60-8500-001		RFW0224		549AS400-1		1410		1410									
BOMB RACK		LO		60-8500-001		RFW0224		549AS400-1		755		755									
BOMB RACK		RI		60-8500-001		JZL289		549AS400-1		10		10									
TAIL ROTOR BLADE		TB		60-6410-003		A23801336		70101-31000-046		1780		1780									
TAIL ROTOR BLADE		OB		60-6410-003		A23801128		70101-31000-046		3337		3337									
MAIN ROTOR BLADE ASSEMBLY		01		60-6210-001		A23701656		70150-29100-041		10		10									
MAIN ROTOR BLADE TIP CAP				60-6210-006		A49525522		70150-09107-056		2978		2978									
MAIN ROTOR BLADE ASSEMBLY		02		60-6210-001		A23701875		70150-29100-041		501		501									
MAIN ROTOR BLADE TIP CAP				60-6210-006		A49518539		70150-09107-056		3372		3372									
MAIN ROTOR BLADE ASSEMBLY		03		60-6210-001		A23701853		70150-29100-041		711		711									
MAIN ROTOR BLADE TIP CAP				60-6210-006		A49522813		70150-09107-056		3222		3222									
MAIN ROTOR BLADE ASSEMBLY		04		60-6210-001		A23701694		70150-29100-041		10		10									
MAIN ROTOR BLADE TIP CAP				60-6210-006		A49526183		70150-09107-056													
MAIN ROTOR BLADE ASSEMBLY				60-6210-006		A49526183		70150-09107-056													
MAIN ROTOR BLADE TIP CAP				60-6210-001		A49526183		70150-09107-056													
MAIN ROTOR BLADE ASSEMBLY				60-6210-006		A49526183		70150-09107-056													
MAIN ROTOR BLADE TIP CAP				60-6210-001		A49526183		70150-09107-056													
MAIN ROTOR BLADE ASSEMBLY				60-6210-006		A49526183		70150-09107-056													
MAIN ROTOR BLADE TIP CAP				60-6210-001		A49526183		70150-09107-056													
MAIN ROTOR BLADE ASSEMBLY				60-6210-006		A49526183		70150-09107-056													
MAIN ROTOR BLADE TIP CAP				60-6210-001		A49526183		70150-09107-056													
MAIN ROTOR BLADE ASSEMBLY				60-6210-006		A49526183		70150-09107-056													
MAIN ROTOR BLADE TIP CAP				60-6210-001		A49526183		70150-09107-056													
MAIN ROTOR BLADE ASSEMBLY				60-6210-006		A49526183		70150-09107-056													
MAIN ROTOR BLADE TIP CAP				60-6210-001		A49526183		70150-09107-056													
MAIN ROTOR BLADE ASSEMBLY				60-6210-006		A49526183		70150-09107-056													
MAIN ROTOR BLADE TIP CAP				60-6210-001		A49526183		70150-09107-056													
MAIN ROTOR BLADE ASSEMBLY				60-6210-006		A49526183		70150-09107-056													
MAIN ROTOR BLADE TIP CAP				60-6210-001		A49526183		70150-09107-056													
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MAIN ROTOR BLADE TIP CAP				60-6210-001		A49526183		70150-09107-056													

**Significant
Component
History Report
(SCHR)
Description**

This computer-generated report provides a record of significant maintenance actions on serial number tracked items. SCHR's are required to be maintained on all components listed on the Aircraft Configuration Report.

SCHR Entries

Entries to the SCHR that are associated with the processing of a completed Maintenance Procedure Card (MPC) are automatic and include:

- TSN (Time Since New)
- TSO (Time Since Overhaul)
- CSN (Cycles Since New)

Information for the following maintenance actions:

- Installations
 - Removals
 - Overhauls
 - Special Inspections (i.e. overtorque, overspeed, hard landing, etc.)
 - TCTO accomplishment
-

**Other
Requirements**

Other required entries must be separately entered into the database using appropriate ACMS forms [refer CGTO PG-85-00-10]. All uninstalled serial number tracked components must be accompanied by its SCHR. Major assemblies, classified as Type I (such as engines, rotor heads etc.) which have other serial number tracked components attached must be accompanied by a current Configuration Report as well as all the applicable SCHR's.

CAUTION

Do not install components tracked by serial number without a SCHR.

Continued next page

SCHR Example

The report shown below is an example of a typical ACMS Significant Component History Report; this one is for the HU-25 general information summary:

PAGE: 3
DATE: 07/13/98

SIGNIFICANT COMPONENT HISTORY REPORT
(REPLACES AFTO FORM 95)

GENERAL INFORMATION SUMMARY

COMPONENT NAME: HU25 AIRFRAME
PART NUMBER: HU-25A
CEI NUMBER: 25-5300-001
SERIAL NUMBER: 2110
ACCEPTANCE DATE: 04/30/82
MANUFACTURER: FALCON JET CORP

ACTION DATE	ACTION APPLIED TO COMPONENT	TSN	TSO	OPERATING ACTIVITY
01/04/95	QUANTECH 9500 FIBER OPTIC CABLE	2889	2889	AR & SC
03/06/95	COMPLIED WITH TCCTO H25925002; MODIFICATION OF AGILEITE CAMERA	2914	2914	AR & SC
05/02/95	COMPLIED WITH TCCTO H25934060; INSTALLATION OF TRAFFIC COLLISION AVOIDANCE SYSTEM (TCAS). PROTOTYPED ON 2110	2931	2931	AR & SC
08/10/95	COMPLIED WITH TCCTO 925080; PILOT, COPILOT, AND CREW RESTRAINT HARNESES INSPECTION. REFER TO CG MESSAGE PR 212349Z DEC94.NONE	2948	2950	AR & SC
09/01/95	COMPLIED WITH TCCTO H25 923120; MODIFY REAR COMPARTMENT SERVICE JACK	2964	3251	OPERATIONS CENTER
02/29/96	H25A923080 REPLACE ARC 160 WITH DES ARC-513	3038	3038	AR & SC
02/29/96	COMPLIED WITH TCCTO H25930021; PITOT STATIC PROBE HEAT AND MONITOR BOX	3038	3038	AR & SC
05/09/96	COMPLIED WITH TCCTO H25-930020; PITOT-STATIC PROBE HEAT AND MONITOR BOX MODIFICATION	3074	3074	AR & SC
06/18/96	COMPLIED WITH TCCTO H25-923111; INSTALLATION OF ALTERNATE ACS/HOT MIC SWITCHPROTOTYPED 10/27/94 BY ARSC.	3090	3090	AR & SC
01/16/97	COMPLIED WITH TCCTO H25 924050; GENERATOR PYLON FEED THROUGH CONNECTOR INSPECTION	3174	3174	AR & SC
05/05/97	COMPLIED WITH TCCTO H25-923100; ANDVT SIDETONE AMPLIFIER INSTALLATION	3234	3234	AR & SC
05/05/97	COMPLIED WITH TCCTO H25925100; RELOCATE O2 BOTTLE / CABIN FIRE EXTINGUISHER	3234	3234	AR & SC
06/19/97	COMPLIED WITH TCCTO H25954080; ENGINE COWLING HINGE LOCK MODIFICATION	3247	3247	AR & SC
09/15/97	HU25 953060 INSPECT WING TO FUSELAGE FILLET COMPLIED WITH	3282	3282	AR & SC
09/18/97	COMPLIED WITH CGCTO H25-926020.0 FIRE EXTINGUISHING CHECK VALVE INSPECTION. REPLACED VALVE	3284	3284	AR & SC
12/11/97	COMPLIED WITH TCCTO 93007.0, INSPECTION OF STALL VANE HEAT RELAY	3325	3325	AR & SC
01/05/98	HU25 TCCTO 932020	3331	3331	AR & SC
04/01/98	INSPECTED MAIN WHEEL BEARINGS IAW TCCTO 932030.0 FOUND 3 FAG BEARINGS	3382	3382	AR & SC
04/20/98	H25-924090.0 COMPLIED WITH THIS DATE	3382	3382	AR & SC
05/19/98	H-25 927020.0 INSPECTION OF AUTO SLAT TRESHOLD CONTROL BOX FOR EVIDENCE OF OVERHEATING COMPLIED WITH THIS DATE. #1 TRESHOLD DETECTOR BURNED UP	3385	3385	AR & SC
	H25-923160, MODIFICATION OF AN/ARC-513 VHF-FM DES CIRCUIT CARD COMPLIED WITH THIS DATE.			

"END-OF-REPORT"

191 rows

Maintenance Due List Report (MDL)

This computer generated report shows the projected scheduled maintenance of calendar and hourly tasks for a 2-month operating period. The report is printed monthly at a minimum, for each aircraft assigned to the unit.

MDL Information

The information presented on the MDL is basic and self-explanatory using common ACMS abbreviations.

MDL Uses

The MDL is used in preparing aircraft for deployments, scheduling work loads, planning for major inspections, establishing aircraft lineups (what aircraft to fly first), and determining aircraft availability.

Continued next page

ACMS Maintenance Due List (Continued)

6.A.05c

Maintenance Due List (MDL) Example

The report shown below is an example of an MDL; this one is an hourly MDL for the HH-65:

CG / HH-65A AIRCRAFT ACMS/AVIONICS MAINTENANCE DUE LIST HOURS										PAGE: 1
*****										DATE: 07/13/98
*****										*****
(INFORMATION BLOCK)										*****
*****										*****
ASSEMBLY SERIAL NO : 6544										*****
OPERATING ACTIVITY : SAVANNAH										*****
FLIGHT HOURS : 6154										*****
PROJECT THRU : 6254										*****
*****										*****
ACTION										*****
CMSCODE	MPCNO	CODE	DESCRIPTION	SERIAL NUMBER	POS TYPE	MHR	REQ'D HRS	EST EVERY MOS	DO NOT AC DUE CALENDAR	*****
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
120012	12001.1	CHECK	CHIP DETECTOR RESISTANCE	6544	AE	1.0	150		6185 6200 6185	*****
122013	12003.1	SERVICE	CHANGE TAIL GEARBOX OIL	6544	AD	2.0	150		6185 6200 6185	*****
214002	21400.2	INSP/CHK	ECS COMPRESSOR DRIVE BELT	6544	AM	2.0	150		6185 6200 6185	*****
632018	63015.3	INSP/CHK	MAIN GEAR BOX OIL FILTER	6544	AD	2.0	150		6185 6200 6185	*****
720001	72001.0	INSPECT	ENGINE PERIODIC	W85B021	01 AD	6.0	150		6185 6200 6185	*****
725052	72015.1	INSPECT	1BPT BLADE DISPLACEMENT	SC46975	01 AD	3.0	150		6185 6200 6185	*****
725085	72012.1	TEST	NO. 2 & 3 BRG OIL JETS	W84G020	01 AD	2.5	150		6185 6200 6185	*****
761019	76001.0	CHECK	ENGINE TOPPING	W85B021	01 AD	3.0	150		6185 6200 6185	*****
761020	76001.5	CHECK	ENGINE POWER ASSURANCE	W85B021	01 AD	3.0	150		6185 6200 6185	*****
771013	77007.0	TEST	#1 TORQUE TRANSDUCER(CAL)	6544	AE	2.5	150		6185 6200 6185	*****
771014	77007.0	TEST	#2 TORQUE TRANSDUCER(CAL)	6544	AE	2.5	150		6185 6200 6185	*****
792013	79006.0	REPLACE	ENGINE OIL FILTER	W85B021	01 AD	3.5	150		6185 6200 6185	*****
720001	72001.0	INSPECT	ENGINE PERIODIC	W84L013	02 AD	6.0	150		6192 6207 6192	*****
725052	72015.1	INSPECT	1BPT BLADE DISPLACEMENT	SC20480	02 AD	3.0	150		6192 6207 6192	*****
725085	72012.1	TEST	NO. 2 & 3 BRG OIL JETS	W84J013	02 AD	2.5	150		6192 6207 6192	*****
761020	76001.5	CHECK	ENGINE POWER ASSURANCE	W84L013	02 AD	3.0	150		6192 6207 6192	*****
792013	79006.0	REPLACE	ENGINE OIL FILTER	W84L013	02 AD	3.5	150		6192 6207 6192	*****
761019	76001.0	CHECK	ENGINE TOPPING	W84L013	02 AD	3.0	150		6207 6222 6207	*****
790060	79006.0	REPLACE	ENGINE OIL	W85B021	01 AD	2.0	150		6207 6222 6207	*****
790060	79006.0	REPLACE	ENGINE OIL	W84L013	02 AD	2.0	150		6207 6222 6207	*****
120011	12001.1	INSPECT	MAGNETIC PLUGS/CHIP DET	6544	AD	2.5	75		6209 6216 6209	*****
710025	71003.0	INSPECT	AXIAL COMPRESSOR	W85B021	01 AD	2.5	75		6209 6216 6209	*****

* INDICATES A COMPONENT WITH A QUESTIONABLE PART NUMBER. THE PART NUMBER OF THIS COMPONENT SHOULD BE VERIFIED AT THE NEXT SCHEDULED MAINTENANCE OF THIS PART. CONTACT THE ACMS CONTRACTOR TO UPDATE THIS COMPONENT'S PART NUMBER.

Questions

Answer the following questions on ACMS reports:

1. For additional information about types of reports and information contained in the ACMS refer to the _____,
_____.

 2. The common reports that are frequently generated by the ACMS user are _____,
_____ and
_____.

 3. All uninstalled serial number tracked components must be accompanied by its _____.

 4. The MDL report is printed _____
at a minimum, for each aircraft assigned to the unit.

 5. The MDL computer generated report shows the projected scheduled maintenance of calendar and hourly tasks for a
_____ operating period.
-

Feedback

Compare your answers to the feedback provided below. If you had trouble with this self-quiz, please review the appropriate section of this assignment.

Question	Answer	Reference
1.	CGTO PG-85-00-10	3
2.	Configuration Report, Maintenance Due List, Significant Component History Report	3
3.	Significant Component History Report	6
4.	monthly	8
5.	two month	8

Performance

ANALYZE Aviation Computerized Maintenance System.

References

Perform objectives listed below IAW one or more of the following references:


- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
 - ACMS User's Guide, CGTO PG-85-00-10
-

Performance Objective 1

Given access to the Aviation Computerized Maintenance System (ACMS), **OBTAIN** the pertinent history data reports.

**Performance Objective 2**

Given the pertinent history report, **INTERPRET** data.

**Performance Objective 3**

Given the pertinent history report, **IDENTIFY** trends and problem areas.



Performance ORDER technical publications, directives, and manuals applicable to rating.

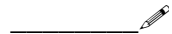
References Perform the objectives listed below IAW one or more of the following references:

- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapter 5
- Directives, Publication and Reports Index, COMDTNOTE 5600
- Local station instructions (as applicable)

Performance Objective 1 STATE the local procedures for ordering publications through the TIMOS via the Technical Librarian.



Performance Objective 2 COMPLETE the form for ordering publications as explained in Chapter 1 of the Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600 and explain the proper routing of the form.



Objectives

To successfully complete this assignment, you must study the text in the listed reference, complete the self-quiz and master the following objectives:

- **STATE** who is responsible for appointing an EIR Property Custodian
 - **STATE** the manual(s) which reference the EIR Property Custodian responsibilities
 - **STATE** what the AIM system is used for
 - **STATE** what manual is used to enter changes to the EIR in the AIM system
 - **STATE** the manual and chapter where you would find what equipment is or is NOT entered into AIM as an EIR
 - **STATE** the definition of the EIR Property Custodian
 - **STATE** how long signed AIM historical records should be retained on file
-

References

The information for this assignment can be found in the following manuals:

- Electronics Manual, COMDTINST M10550.25
 - Property Management Manual, COMDTINST M4500.5
 - Accountable Item Management (AIM) User Manual
-

Introduction

This assignment is an introduction to Electronic Inventory Records (EIR). The information referenced in this assignment will help prepare you to maintain your unit's EIR's.

As a first class petty officer you will be expected to maintain EIR's and train others in maintaining EIR's.

Notice to Student

There is no “objective” supporting information presented in this assignment. Therefore, to complete this assignment, you must have access to the references listed on the previous page.

In This Assignment

This assignment contains the following:

Subject	Page
How to Complete This Assignment.....	3
EIR Self-Quiz.....	4
EIR Self-Quiz Feedback.....	5
Syllabus	6
SF-120 Example	8
EIR Job Aid	9

Before You Begin

You should follow the guidelines listed below to complete this assignment:

- Request the use of the listed references from the appropriate custodian
 - Ensure there are no missing pages or changes
 - Do NOT write in the references or remove pages (make copies if needed)
 - Return all references when complete
-

How to Proceed

To successfully complete this assignment, follow the steps listed below:

Step	Action
1	Read the objectives listed on page 1.
2	Read and study the following sections of the applicable references: <ul style="list-style-type: none">• Electronics Manual, COMDTINST M10550.25 Chapter 6• Property Management Manual, COMDTINST M4500.5 Chapter 1
3	Take the self-quiz and review the feedback. If you had no trouble with the self-quiz, you should be well prepared for the pamphlet review quiz and the EOCT.
4	Complete the syllabus.

Questions

Answer the following questions on Electronic Inventory Reports:

1. Who is responsible for appointing an EIR property custodian?

2. Which manual(s) reference the EIR property custodian's responsibilities?

3. What is the AIM system used for?

4. What publication should you reference when entering changes to the EIR in the AIM system?

5. Equipment that should and should not be entered in the AIM as an EIR can be found in _____, chapter _____.

6. The EIR property custodian is defined as

7. Signed AIM historical records should be retained on file for

Feedback

Compare your answers to the feedback provided below. If you had trouble with this self-quiz, please review the appropriate section in the applicable reference.

Question	Answer	Reference
1.	AIM reporting unit EIR Property Officer	M10550.25 Ch. 6
2.	Electronics Manual	M10550.25 Ch. 6
3.	To assist property and EIR managers in effective administration and maintenance of their property and EIR records.	AIM User Manual Ch. 2
4.	AIM USER Manual	AIM User Manual Section 4
5.	Electronics Manual, 6	M10550.25 Ch. 6
6.	the person who enters changes to the EIR in AIM, conducts inventories and maintains a property file of current AIM records.	M10550.25 Ch. 6
7.	A minimum of three years	M10550.25 Ch. 6

Performance

MAINTAIN shop Electronic Inventory Records (EIR).

Important Note**NOTE**

When performing the following objectives you must consult with your current unit EIR custodian.


References

The following references should be used to research the information pertaining to the performance objectives below:


- Electronics Manual, COMDTINST M10550.25
 - Property Management Manual, COMDTINST M4500.5
 - Accountable Item Management (AIM) User Manual
 - EIR Job Aid
-

Performance Objective 1


Given a reporting unit, **VERIFY** that the unit's EIR custodian has been designated in writing IAW one or more of the above publications.

**Performance Objective 2**


Given a reporting unit, **VERIFY** that the unit has a signed copy of it's own EIR on file IAW one or more of the listed publications.

**Performance Objective 3**

Given a reporting unit, **VERIFY** the signed AIM historical records have been retained for the past three years IAW one or more of the listed publications.

**Performance Objective 4**

Given an EIR job aid and an SF-120, **COMPLETE** an excess personal property report (SF-120).



Continued next page

**Performance
Objective 5**

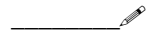
Given an EIR job aid, **ACCESS** the AIM/EIR property report from a local AIM data base.

**Performance
Objective 6**

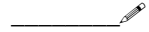
Given an EIR job aid and a fictitious or actual component, **ADD** a record to the AIM/EIR database.

**Performance
Objective 7**

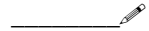
Given an EIR job aid, **MODIFY** the above record.

**Performance
Objective 8**

Given an EIR job aid, **DELETE** the previously added record.

**Performance
Objective 9**

Given an EIR job aid, **ACCESS** back reports from AIM Central.



Introduction

The following pages consists of a EIR job aid that was developed and distributed by Commandant G-CFM-3, and provides guidance for managing your units EIR's.

Use this job aid when performing the objectives listed in the EIR syllabus.

Continued next page

APPENDIX B: EIR**Section 1: EIR JOB AID**

This Job Aid is to assist the unit in completing the requirements to receive an unqualified audit decision. The unit shall use this job aid along with the checklist provided to ensure all requirements are met. Check lists for EIR Reporting Units (page 83 and 84) and EIR Sub Units (page 85) are included as are sample letters and step by step AIM processes for assisting units in preparing for inventories.

TABLE OF CONTENTS

TITLE	PAGE
General Instructions	81
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EIR Sub Unit (SU) Administration CFO Checklist	86
Relief as Electronics (EIR) Property Custodian	87
Designation as Electronics (EIR) Property Custodian	88
Instructions for Completing a Report of Excess Personal Property Report (SF-120)	89
Accessing AIM/EIR Property Report From AIM Local Data Base	91
Adding, Modifying and Deleting Records in AIM/EIR	92
Process For Pulling Back Reports From AIM Central	93

Section 2: General Instructions

- A. **General Requirements:** All Personal property electronics equipment shall be entered into the Accountable Item Management (AIM) system in the EIR Sub Module, or in the equivalent property management section of a units CMPlus application. Unit unsupported electronic equipment will be recorded as General Purpose property.
- B. **Determining Value of Unit Price:** Supported EIR property valuation is determined by the AIM Master Nomenclature file. Unit AIM/EIR administrators will report any known valuation discrepancies between the Master Nomenclature file and the actual value of the equipment to G-SCE via their cognizant MLC "t"
1. Value EIR personal property purchased or received after 1OCT97 at historical (e.g. invoice cost) or MILSTRIP (DD-1348-1A).
 2. Value commercial EIR property items purchased or received prior to 1OCT97 at invoice cost, last purchase order price, EIR Master Nomenclature prices or "fair market" value. If "fair market" value is used or documentation is not available to support unit price, the unit price shall be certified as reasonably correct with a memorandum for the record signed by the Commanding Officer/Officer in Charge). **Documentation supporting the unit price is mandatory for items purchased after 1OCT94.**
- C. **Physical Inventory:** An annual physical inventory shall be conducted during the last quarter of the fiscal year using the following method. Sub Unit EIR custodians will contact their electronic servicing unit for assistance in preparing for, conducting, and resolving discrepancies in connection with the annual EIR inventory.
1. Reporting Unit EIR administrator will obtain an AIM Central report of all unit owned EIR property for the Reporting unit and each serviced Sub Unit. See page 92.
 2. Reporting Unit EIR administrator will obtain a Local AIM report of all unit owned EIR Property for the Reporting Unit and each serviced Sub Units. See page 90.
 3. Reporting Unit EIR administrator will compare the AIM Central EIR Report with the Local EIR Report and using unit held records resolve all discrepancies between the two reports.
 4. Reporting Unit will provide the Reporting Unit and Sub Unit Property Officers with a Copy of the corrected Local EIR Reports.
 5. Unit Property Officers will review the reports for accuracy and provide the reports to the Unit EIR Custodians.
 6. Unit EIR Custodians will conduct a 100% physical inventory of all unit owned EIR Property.

7. Unit custodian will compare the results of the physical inventory with the Local EIR Report, any discrepancies between the Local EIR report and the physical inventory will be resolved by use of local transfer and receipt records, all corrections will be forwarded to the Reporting Unit EIR Administrator with accompanying copies of the documentation via the Unit Property Officer. Any outstanding discrepancies will be reported IAW ref (b).
8. Unit Property Officer will initiate the appropriate action to resolve all remaining discrepancies, keeping the Reporting Unit EIR Administrator apprised of all action taken to resolve the discrepancy.
9. Unit EIR custodians will keep a working copy of the EIR, Unit Property Officers will keep a copy of the approved inventory in unit property records, Reporting Unit EIR Administrator will keep 1 copy of the approved inventory in unit records.
10. Reporting Unit EIR Administrator will ensure that all discrepancies resolved at the unit level are reflected in the Units Local AIM account, updated in the AIM Central account and that both the Local and AIM Central EIR Records match. See Page 91.

D. Annual Capitalized EIR Property Certification:

1. **Validation:** Unit shall physically verify all capitalized (Unit Price \$25, 000 or greater) electronics property items on-hand during the last quarter of the fiscal year. The AIM/EIR Property record data fields must match the equipment nomenclature, model number and serial number for the item on-hand. Ensure AIM Central is updated when changes are made to the unit's local EIR/AIM data base.
2. **Discrepancies:** Discrepancies between on-hand quantity, unit AIM and AIM Central shall be reconciled in accordance with Property Management Manual, COMDTINST M4500.5.
3. **Reconciliation:** Discrepancies noted during the inspection that can not be resolved shall be reported in the unit's certification letter and reported to MLC for resolution.
4. **Certification Letter:** The Commanding Officer shall certify that an annual physical inventory was conducted and quantities verified. See Enclosure 2 for Sample Certification Letter.

E. Unresolved Problems: Any unresolved questions should be address to the MLC EIR representative to the CFO Team or G-SCE.

F. Reporting Excess EIR Property: Any Electronic Property which is in excess to the units needs will be reported as such following the guidance in Ref (a and b). also see pages 88 and 89.

APPENDIX B: EIR

Section 3: CFO CHECKLIST FOR EIR

Part 1. EIR Reporting Unit (RU) Administration: Use examples and references to ensure all check list items with a NO answer are positively resolved.

1. Is The Reporting Units AIM EIR Administrator Designated by Letter: YES NO
(M10550.25; 6.B.3.e.2)
2. Has The Reporting Units EIR Custodian been Designated in writing YES NO
by the unit Property Officer? (M10550.25; 6.B.3.f.1) see page 87
3. Is a MOU delegating responsibility to the Reporting Unit on file YES NO N/A
from each Serviced Unit: (Need, not currently covered)
4. Is the Reporting Unit providing the Sub Units with a printed copy YES NO
of the units EIR, Annually? (M10550.25;6B.3.f.3)
5. Does the Reporting unit have a signed copy of its own EIR on file? YES NO....
(M10550.25; 6.B.3f.3)
6. Does the Reporting unit have a signed copy of its Sub Units YES NO...N/A
EIR's on file? (M10550.25; 6.B.3.g.3)
7. Date of last EIR physical inventory: _____
Has inventory date been entered into Unit AIM and transmitted to
AIM Central? YES NO
(M10550.25; 6.E.1) (HQ MSG makes this annual requirement)
8. Has the Reporting Unit maintained signed copies of the units YES NO
EIR inventories for the past three years? (M10550.25; 6.C.1.a and d)
9. Does the signed copy of the EIR include only-supported YES NO
electronics equipment? (M10550.25; 6.C.1.a and D.1
See **Note following Equipment to include on EIR**)
10. Were EIR inventories conducted upon EIR Property Custodial YES NO
relief within the past three years: (M10550.25; 6.E.1) see page 86
11. Is the Reporting Unit reflecting changes to the units EIR property YES NO
in AIM or CMPlus? (M10550.25; 6.B.3.g.1)
12. Is the Reporting Unit reflecting changes made to Serviced Unit YES NO N/A
EIR property in AIM or CMPlus? (M10550.25; 6.B.3.g.1)

- | | | |
|--|-----|----|
| 13. Does the unit transmit EIR changes recorded in AIM or CMPlus to AIM Central within 30 days? (M10550.25; 6.C.1.b) | YES | NO |
| 14. Does the unit have the most recent EIR Master Nomenclature Revision? (M10550.25; 6.C.1.b and D.4.a.(4.)) | YES | NO |
| 15. Has the Reporting Unit requested EIR nomenclatures for non-supported equipment? (M10550.25; 6.D.4) | YES | NO |
| 16. Reporting Units Current Master Nomenclature Revision as listed in AIM or CMPlus # _____ (Listed on AIM main menu) | | |
| 17. Does the Reporting Unit have only unsupported electronics equipment in the GP module of AIM or CMPlus? (M10550.25;6.D.1.a and b) | YES | NO |
| 18. Has the Reporting Unit kept copies of EIR Property Transaction documents for the past three years? (M10550.25; 6.B.3.g.3) | YES | NO |

APPENDIX B: EIR

Section 3: CFO CHECKLIST FOR EIR

Part 2. EIR Sub Unit (SU) Administration. A representative from the reporting unit will need to be on hand to assist the sub unit in completing the check list. Use examples and references to ensure all check list items with a NO answer are positively resolved.

1. Has The Sub Units EIR Custodian been designated in writing by the unit Property Officer? (M10550.25; 6.B.3.f.1) see page 87 YES NO
2. Is a MOU delegating responsibility to the Reporting Unit on file from this Sub Unit? (New policy needed to cover post streamlining processes) YES NO N/A
3. Is the Reporting Unit providing this Sub Unit with a printed copy of the units EIR, annually? (M10550.25; 6.B.3.f.1) YES NO
4. Does the EIR listing provided to the unit include only supported Electronics equipment? (M10550.25; 6.C.1.a and D.1 See **Note following Equipment to include on EIR**) YES NO
5. Does the Sub Unit have a signed copy of the EIR on file? (M10550.25; 6.C.1.a and D.1) YES NO
6. Date of last EIR physical inventory: _____
(M10550.25; 6.B.E.1, message changes this to annual requirement)
7. Has the Sub Unit maintained signed copies of the units EIR inventories for the past three years? (M10550.25; 6.C.1.a and d) YES NO
8. Were EIR inventories conducted upon EIR Property Custodian relief within the past three years? (M10550.25; 6.E.1) see page 86 YES NO
9. Has the Sub Unit kept copies of EIR Property Transaction documents for the past three years? (M10550.25; 6.B.3.i.4) YES NO
10. Does the Sub Unit reflect EIR changes by recording them on a printed copy of the units EIR? (M10550.25; 6.B.3.i.1) YES NO
11. Is the Sub Unit managing non standard electronic equipment in their GP AIM module?
(No true reference, but the Reporting Unit does manage GP records for a Sub Unit) YES NO
12. Does the Sub Unit have only non supported Electronics Property in the GP module of AIM or CMPlus? (M10550.25; 6.D.1.a and b.) YES NO

Commander
United States Coast Guard
Maintenance and Logistics Command
Atlantic

300 East Main Street, Suite 700
Norfolk, VA 23510-9112
Staff Symbol: te-1
Phone: (757) 628-4062

4500
06 Jan 98

From: Property Officer
To:

Subj: RELIEF AS ELECTRONICS (EIR) PROPERTY CUSTODIAN

Ref: (a) COMDTINST M10550.25 Electronics Manual

1. In accordance with the provisions of reference (a), SNM has been designated to relieve you as custodian for all electronics property under custodian account AAE. A complete inventory of that property, which is listed in the enclosure must be conducted within 30 days by yourself, your relief, and a third disinterested party. The results of that inventory will be reported by you to the Property Officer before you will be relieved of your present responsibilities.
2. Should circumstances prevent conducting a full and complete relief inventory, you must notify the Property Officer immediately.

I. A. PLANNER
By direction

Encl: EIR Property Inventory

Commander
United States Coast Guard
Maintenance and Logistics Command
Atlantic

300 East Main Street, Suite 700
Norfolk, VA 23510-9112
Staff Symbol: te-1
Phone: (757) 628-4062

4500
06 Jan 98

From: Property Officer

To: _____

Subj: DESIGNATION AS ELECTRONICS (EIR) PROPERTY CUSTODIAN

Ref: (a) , COMDINST M10550.25 Electronics Manual

1. In accordance with the provisions of reference (a), you are hereby designated as the EIR Property Custodian for all electronics property under Custodian Account _____. As custodian, you will be responsible and accountable for property entrusted to your care.

2. A physical inventory of all Electronics Property is required every year and upon relief of the custodian. Inventories may be taken more frequently than required, if deemed necessary. Periodically, you will be furnished an original and one copy of an EIR custody receipt listing for inventory and control purposes. The original will be signed and returned to the Property Officer within the time period specified. The duplicate will be retained by the custodian and annotated between inventories to reflect receipts and transfers of property.

3. As the custodian, you are solely responsible for notifying the Property Officer of additions, deletions, or changes to your property listing. The Property Officer and reference (b) are available for additional guidance.

By direction

CFO ACT JOB AID FOR ELECTRONICS (EIR) PROPERTY**INSTRUCTIONS FOR COMPLETING A REPORT OF EXCESS PERSONAL PROPERTY REPORT (SF-120)**

Excess Electronic Property is defined as "good usable property" which can be utilized by another unit. **The Condition Code must be A1 through F8.** All electronics (EIR) equipment is screened utilizing an SF-120 regardless of condition code via the servicing ESU by Maintenance and Logistics Command "t".

1. **Report Number:** Enter your OPFAC followed by the Julian Date (e.g Z75130-7122)
2. **Date mailed:** Leave blank.
3. **Total cost:** Enter the total acquisition cost off all items being reported.
4. **Type of report:** Place an "X" in the appropriate box.
5. **To:** Leave blank (this will be completed by your servicing ESU)
6. **Approp. Or fund to be reimbursed:** Leave blank
7. **From:** Leave blank (this will be completed by your servicing ESU)
8. **Report approved by:** Enter the person authorized to sign, and forward for signature upon completion of the form (usually the form is approved by the Property Officer).
9. **For further information contact:** Enter the name of the custodian for the item, along with your unit address and phone number.
10. **Agency approval:** Leave blank.
11. **Send purchase orders or disposal instructions to:** Enter the address of your servicing ESU.
12. **GSA Control No:** Leave blank.
13. **FSC Group:** Enter the Federal Stock Code (this is the first 4 numbers of the National Stock Number. If unknown check your property report and/or Property Management Manual, enclosure 57)

14. **Location of property:** Enter the address where the item is located.
15. **Reim/Reqd:** Leave blank.
16. **Agency control number:** Leave blank.
17. **Surplus Release Date:** Leave blank.
- 18a. **Item No:** List each line item as L001, L002 etc.
- 18b. **Description:** Enter a complete description of the item including: Manufacturer, Part Number, Model number, Year acquired, Full FSC if known and Serial Number.
- 18c. **Cond:** Enter the correct condition code (for a listing, check the Property Management Manual, enclosure 15).
- 18d. **Unit:** Enter the correct Unit of Issue EA=Each.
- 18e. **Number of units:** Enter the quantity of like nomenclature items.
- 18f. **Per Unit:** Enter the acquisition cost of the item.
- 18g. **Total:** Enter the total acquisition cost of all same items.
- 18h. **Fair value:** Leave blank

The custodian shall forward the completed form to the Property Officer for review and approval (block 8), The form is then submitted to your servicing ESU. ESU will take appropriate action to forward the form to MLC "t".

CFO ACT JOB AID FOR ELECTRONICS (EIR) PROPERTY**ACCESSING AIM/EIR PROPERTY REPORT FROM AIM LOCAL DATA BASE**

1. ACCESS AIM VIA LOCAL COMMAND DATA BASE
2. GO TO REPORTS
3. GO TO EIR REPORTS
4. HIT "GO" TO SELECT ALL EIR ITEMS
5. HIT "GO"
6. HIT "F4"
7. ENTER PRINTER NAME
8. HIT RETURN
9. ENTER LANDSCAPE PRINTER TYPE
10. HIT RETURN
11. ENTER "Y"
12. HIT RETURN
13. ENTER "Y"
14. HIT "GO"
15. HIT "GO"

CFO ACT JOB AID FOR ELECTRONICS (EIR) PROPERTY**ADDING, MODIFYING AND DELETING RECORDS IN AIM/EIR****ADDING A RECORD:**

1. ACCESS AIM VIA LOCAL COMMAND DATA BASE (ADS513)
2. HIGHLIGHT ADD/MODIFY EIR
3. HIT "GO"
4. HIT "F1"
5. ENTER REQUIRED INFORMATION

MODIFYING A RECORD:

1. ACCESS AIM VIA LOCAL COMMAND DATA BASE (ADS513)
2. HIGHLIGHT ADD/MODIFY EIR
3. HIT "GO"
4. HIT "F5"
5. ENTER SERIAL NUMBER
6. HIT RETURN TWICE
7. ENTER OPFAC
8. HIT "GO" TWICE
9. HIT "F1"
10. HIT RETURN TO MODIFY FIELD

DELETING A RECORD:

1. ACCESS AIM VIA LOCAL COMMAND DATA BASE (ADS513)
2. HIGHLIGHT ADD/MODIFY EIR
3. HIT "GO"
4. HIT "F5"
5. ENTER SERIAL NUMBER
6. HIT RETURN TWICE
7. ENTER OPFAC
8. HIT "GO" TWICE
9. HIT "F10"
10. ENTER DISPOSITION INFO (USE HELP KEY)
11. HIT "GO"

CFO ACT JOB AID FOR ELECTRONICS (EIR) PROPERTY**PROCESS FOR PULLING
BACK REPORTS FROM AIM CENTRAL**

1. ACCESS AIM VIA LOCAL COMMAND DATA BASE (ADS513)
2. GO TO REPORTS
3. HIGHLIGHT CENTRAL EIR REPORTS
4. HIT "GO"
5. HIT "RETURN" TO OPFAC FIELD
6. ENTER OPFAC
7. HIT RETURN TO REPORT TYPE
8. HIT "HELP" KEY
9. SELECT REPORT
10. HIT "GO"
11. SORT BY PRIMARY HIT "HELP" KEY
12. SELECT PRIMARY SORT
13. HIT "GO"
14. SORT BY SECONDARY HIT "HELP" KEY
15. SELECT SECONDARY SORT
16. HIT "GO"
17. MAX REPORT LINES
18. HIT "CODE" "DELETE"
19. HIT "RETURN"
20. ENTER E-MAIL ADDRESS
21. HIT "GO" TWICE
22. HIT "CANCEL" OR "FINISH"
23. GO TO EXIT AND SEND
24. HIT "GO"

APPENDIX C: GENERAL PURPOSE (GP) PROPERTY**Section 1. General Instructions**

1. **General Requirements:** All capitalized personal property [vessels, aircraft, general purpose (GP) property, small boats, automotive vehicles/trailers, electronic equipment (e.g. telecommunications, computer systems test equipment), government furnished property in the hands of contractors and yard fund] shall be entered into the Accountable Item Management (AIM) system.
 - a. **NOTE:** THE ABOVE IS A CHANGE WHICH REQUIRES ALL PERSONAL PROPERTY TO BE LISTED IN AIM. Contact COMDT (G-CFM-3) for further information.
 - b. **Exception:** Small Arms, Buoys, and Navigation Aids will not be entered into AIM. Contact COMDT (G-CFM-3) for further information.
2. **Determining Value of Unit Price:** The unit must have a verifiable dollar value for each and every item (GP Property, EIR, Small Boats, Vehicles, etc).
 - a. Value personal property (GP Property, EIR, etc) purchased or received after 1OCT94 at historical (i.e., invoice) or MILSTRIP (DD-1348-1A) cost. **Documentation supporting the unit price is mandatory for items purchased after 1OCT94.**
 - b. Value reportable personal property (GP Property, EIR, etc.) purchased or received before 1OCT97 at "System Price" (System price is the unit price currently listed in AIM Central, EIR Master Nomenclature File, FEDLOG, etc). If the "system price" is not available, use the last purchased order price, invoice cost or "fair market value". If "fair market value" is used or documentation is not available to support unit price, the unit price shall be certified to be reasonably correct with a memorandum for the record signed by the Commanding Officer/Officer in Charge.
3. **Physical Inventory:** Conduct a physical inventory during the last quarter of the fiscal year.
 - a. **Count:** All capitalized (Unit Price \$25,000 or greater) personal property items on-hand. The serial number listed in the Personal Property record must match the serial number on-hand. Update AIM Central when changes are made to the unit's local AIM.
 - b. **Discrepancies:** Discrepancies between quantity on-hand, unit AIM, and AIM Central shall be reconciled in accordance with the Property Management Manual, COMDTINST M4500.5.
 - c. **Reconciliation:** Report pending/unresolved discrepancies noted during the inspection in the unit's certification letter and reported to MLC for resolution.
 - d. **Certification Letter:** The Commanding Officer shall certify that an annual physical inventory was conducted and quantities verified. [See Encl. (2) for routing]

Performance DIRECT line crew operations.


References

Perform the objectives listed below IAW one or more of the following references:

- ACMS
 - Air Operations Manual, COMDTINST M3710.1(series), Chapters 1, 4, and Appendix B
 - Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapters 8, 9, 12 and Enclosures 16 and 17
 - Local station instructions (as applicable)
-

Performance Objective 1

ACQUIRE line crew tasking from the appropriate sources.




Performance Objective 2

PRIORITIZE line crew tasks.




Performance Objective 3

ASSIGN tasks to line crew personnel as required.




Performance Objective 4

VERIFY line crew tasks are accomplished correctly and in a timely manner.



Performance Objective 5

INFORM your supervisor of line crew tasking progress.



Performance

DIRECT the repair of aircraft systems.


References

Perform the objectives listed below IAW one or more of the following references:


- COMDTINST M3710.1(series), Chapters 1, 4, and Appendix B
 - COMDTINST M13020.1 (series), Chapters 8, 9, 12 and Enclosures 16 and 17
 - ACMS
 - Local station instructions (as applicable)
-

Performance Objective 1


ACQUIRE aircraft system repair requirements from the appropriate sources.

**Performance Objective 2**


PRIORITIZE the aircraft system repair requirements.

**Performance Objective 3**


ASSIGN the aircraft system repair requirements to shop personnel as required.

**Performance Objective 4**

VERIFY the aircraft system repair requirements are accomplished correctly and in a timely manner.

**Performance Objective 5**

INFORM your supervisor of the aircraft system repair requirement progress.



Performance SUPERVISE personnel during functional checks of aircraft systems.


References

Perform the objectives listed below IAW one or more of the following references:

- Aeronautical Engineering Maintenance Management Manual, COMDINST M13020.1 (series)
 - Applicable aircraft Maintenance Procedure Cards (MPC's)
 - Applicable aircraft maintenance publications.
 - Local Maintenance Instructions
-

Performance Objective 1

REVIEW applicable aircraft maintenance records and publications to determine what type of functional check needs to be accomplished.

**Performance Objective 2**

ASSIGN required functional check to maintenance technician as required.

**Performance Objective 3**

VERIFY maintenance technicians' task is accomplished correctly and in a timely manner.

**Performance Objective 4**

INFORM your supervisor of the functional check progress.



Syllabus**6.B.03**

PerformanceSWING and ADJUST aircraft compass systems.

References


Perform the objectives listed below IAW one or more of the following references:


NOTE

Use only the following reference(s) applicable to your assigned type of aircraft.

- HH-65A, MPC 3404.1
 - HH-60J, MPC 34202.5
 - HC-130H, MPC 039.0
 - HU-25A, B, C MPC 491.0
 - Aircraft Maintenance Manuals
 - Local Maintenance Instructions
-

**Performance
Objective 1****COORDINATE** with your supervisor when and where the performance is to be carried out.

_____ **Performance
Objective 2****SWING** the aircraft compass system IAW applicable publications.

_____ **Performance
Objective 3****ADJUST** the aircraft compass system IAW the applicable publications. _____ 

Performance DIRECT shop maintenance.

References

Perform the objectives listed below IAW one or more of the following references:

- ACMS
 - Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series), Chapters 1, 3, 4, 7, 8, 9, 12, and Enclosure 1
 - Local station instructions (as applicable)
-

Performance Objective 1

ACQUIRE shop maintenance tasking from the appropriate sources.



Performance Objective 2

PRIORITIZE shop maintenance tasks.




Performance Objective 3

ASSIGN tasks to shop personnel as required.



Performance Objective 4

VERIFY shop maintenance tasks are accomplished correctly and in a timely manner.



Performance Objective 5

INFORM your supervisor of shop maintenance tasking progress.



Objectives

To successfully complete this assignment, you must study the references and master the following objectives:

- **STATE** characteristics of the Serviceable Tag - Materiel, DD-1574.
- **STATE** characteristics of the Unserviceable Tag - Materiel, DD-1577-2.
- **STATE** characteristics of the Unsatisfactory Report (UR) Tag - Materiel, CG-1577-A.
- **COMPLETE** statements pertaining to the Unsatisfactory Report (UR) (CG-4010).
- **COMPLETE** statements pertaining to material conditions.
- **COMPLETE** statements pertaining to the disposition of Type 1, 2, or 4 material.
- **COMPLETE** statements pertaining to the standard (reparable/unserviceable) management system.
- **LIST** the reference publications used for materiel preservation when ACMS MPC's are not applicable.

References

The information that you must study is contained in Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).

Introduction

This assignment introduces the process of the disposition of defective aircraft components.

Notice to Student

There is no informational text presented in this assignment, therefore, you must read and study the material in the references to prepare for the Self-Quiz, Pamphlet Review Quiz, and the EOCT.

In addition, the information presented in the references, your local station policy, and on-the-job experience should prepare you adequately to complete the performance objectives in the Syllabus at the end of this assignment.

In This Assignment

This assignment contains the following:

Subject	Page
How to Complete This Assignment.....	3
Disposition of Defective Aircraft Components Self-Quiz	4
Disposition of Defective Aircraft Components Self-Quiz Feedback.....	6
Syllabus	9

Before You Begin

To complete this assignment, it is recommended that you do the following:

- Get permission from the reference custodian to use the documents.
- Get a current copy of the reference listed; usually from Quality Assurance.
- Ensure that no pages in the reference are missing or damaged.
- DO NOT write in the reference or remove any pages.
- Return the reference to the custodian when you have finished the lesson.

How to Proceed

To successfully complete this assignment, follow the steps listed below:

Step	Action
1.	Read the objectives on page 1.
2.	<p>Read and study the sections of the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) listed below and ensure that you can fulfill each objective listed on page 1.</p> <ul style="list-style-type: none">• Chapter 4 (Aircraft and Aeronautical Records and Reports), Paragraph C.1.a. through C.1.c.• Chapter 7 (Aviation Supply Support), Paragraphs E., F., I., and J.
3.	Take the self-quiz and then review the feedback. If you have no trouble with the self-quiz, you should be well prepared for the Pamphlet Review Quiz and the EOCT.

Questions

Answer the following questions on the disposition of defective aircraft components:

1. What is the Serviceable Tag - Materiel, DD-1574 attached to?

2. Once attached, how long will the Unserviceable (Reparable) Tag - Materiel, DD-1577-2 remain with an unserviceable item?

3. What color is the Unsatisfactory Report (UR) Tag-Materiel, CG-1577-A?

4. Failures or unsatisfactory conditions of aeronautical materiel affecting SAFETY OF FLIGHT shall be reported by
_____.
5. On all failed components assigned a UR, the UR identification tag will also be affixed to the _____ of the shipping container in a conspicuous place.
6. The term "A" Condition is also referred to
as _____.
7. The terms "F" Condition, NON-RFI, Unserviceable, and Class 265 are used _____.

Continued next page

**Questions
(Continued)**

8. Whenever Type 1 materiel has been repaired locally and returned to serviceable status, it shall be reported by _____.
9. Unserviceable Type 2 and Type 4 reparable materiel is returned to _____ using the AMMIS generated NON-RFI turn-in document.
10. DO NOT use _____ for tagging equipment.
11. A current Configuration Report must be included with those components listed on the ACMS Configuration Report as _____.
12. List below the reference publications used for materiel preservation when such procedures are not addressed in applicable ACMS MPC's or component maintenance manuals.

Feedback

Compare your answers to the feedback provided below. If you had trouble with this self-quiz, please review the appropriate section in the applicable reference.

Question	Answer	Reference
1.	serviceable equipment	COMDTINST M13020.1 (series) Chapter 4
2.	Until the item is serviceable	COMDTINST M13020.1 (series) Chapter 4
3.	Red/White/Blue	COMDTINST M13020.1 (series) Chapter 4
4.	message	COMDTINST M13020.1 (series) Chapter 4
5.	outside	COMDTINST M13020.1 (series) Chapter 4
6.	RFI	COMDTINST M13020.1 (series) Chapter 7
7.	interchangeably	COMDTINST M13020.1 (series) Chapter 7
8.	routine message	COMDTINST M13020.1 (series) Chapter 7

Continued next page

Disposition of Defective Aircraft Components Self-Quiz, Feedback (Continued)

6.D.02c

Feedback (Continued)

The following is a continuation of the self-quiz feedback:

Question	Answer	Reference
9.	ARSC	COMDTINST M13020.1 (series) Chapter 7
10.	wire	COMDTINST M13020.1 (series) Chapter 7
11.	next higher assembly	COMDTINST M13020.1 (series) Chapter 7
12.	NAVSUP PUB 502 NAVSUP PUB 503 NA 15-01-500 NA 15-02-1 (T.O. 2-1-32)	COMDTINST M13020.1 (series) Chapter 7

Performance

INSTRUCT personnel in the proper disposition of defective aircraft components.

**Performance
Objective 1**

Given the applicable publications, **PREPARE** a training session on the disposition of defective aircraft components IAW one or more of the following references:

- Military Requirements for becoming a Senior Petty Officer, MRNSPO 0458 (series)
- Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
- ACMS (for information you may use pertaining to component preservation)

**Performance
Objective 2**

Given the applicable publication, **PRESENT** a training session on the disposition of defective aircraft components IAW the Military Requirements for becoming a Senior Petty Officer, MRNSPO 0458 (series).



Objectives

To successfully complete this assignment, you must study the text in the listed reference, complete the self-quiz and master the following objectives:

- **STATE** the chapter in the Electronics Manual that takes precedence when there is a conflict with other publications concerning safety.
- **STATE** what chapter and section lists the responsibilities of unit personnel.
- **STATE** who approves the type of floor matting used in the Coast Guard.
- **STATE** the MIL- SPEC with which floor matting must comply.
- **STATE** the minimum voltage-rating requirement for rubber gloves.
- **STATE** what must be worn over rubber gloves to protect them.
- **STATE** what piece of safety equipment is required when cutting, grinding, or handling hazardous liquids.
- **STATE** what sign must be displayed at the bottom and top of access ladders to electronic equipment in the way of smoke pipe gases.
- **STATE** the name and number of the manual used to reference the proper lettering and color markings used with electronic and electrical equipment.
- **STATE** who will make resolutions of practical workbench installations.
- **STATE** the labeling requirement for electrical outlets.
- **STATE** the lighting requirement for workbench areas.
- **STATE** the inspection frequency requirements for electrical outlets and bench wiring.

Continued next page

**Objectives
(Continued)**

- **STATE** the purpose for inspecting workbench structures.
 - **STATE** what type of posters must be posted in all electrical and electronic spaces.
 - **STATE** the name of the solvent approved for cleaning Coast Guard electronic or electrical equipment.
 - **STATE** what the maximum exposure time to RF radiation above the Permissible Exposure Limits (PEL's) is allowable before detectable damage to body tissues occurs.
 - **STATE** the manuals used to reference detailed information on the installation, painting, and the posting of warning signs for shore antenna systems.
 - **STATE** what type of brush should never be used to clean battery cells.
 - **STATE** the ventilation air change requirement for Nickel-cadmium battery shops.
 - **STATE** the grounding requirements for portable electronic test equipment.
 - **STATE** the manual that lists the criteria for lighting minimums of shops, offices, workrooms, stairways, corridors, passageways and hangars.
 - **STATE** the visual inspection interval requirements for shop fire extinguisher inspections.
 - **STATE** where the compliance of the visual fire extinguisher check is recorded.
-

References

The information for this assignment can be found in the following manuals:

- Electronics Manual, COMDTINST M10550.25
 - Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series).
-

Introduction

This assignment is an introduction to AVT Shop Safety Compliance. The information referenced in this assignment will help in preparing you for inspecting your AVT shop, equipment, and it's related spaces to ensure that they meet the prescribed safety requirements.

It is essential that you are aware of the safety requirements for your specific shop.

Notice to Student

There is no "objective" supporting information presented in this assignment. Therefore, to complete this assignment, you must have access to the references listed on the previous page.

In This Assignment

This assignment contains the following:

Subject	Page
How to Complete This Assignment.....	4
AVT Shop Safety Compliance Self-Quiz.....	5
AVT Shop Safety Compliance Self-Quiz Feedback	8
Syllabus	11

Continued next page

Before You Begin

You should follow the guidelines listed below to complete this assignment:

- Request the use of the listed references from the appropriate custodian
 - Ensure there are no missing pages or changes
 - Do NOT write in the references or remove pages (make copies if needed)
 - Return all references when complete
-

How to Proceed

To successfully complete this assignment, follow the steps listed below:

Step	Action
1	Read the objectives listed on page 1 and 2.
2	Read and study the following sections of the applicable references: <ul style="list-style-type: none">• Electronics Manual, COMDTINST M10550.25 Chapter 2• Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) Chapter 12
3	Take the self-quiz and review the feedback. If you had no trouble with the self-quiz, you should be well prepared for the pamphlet review quiz and the EOCT.

Questions

Answer the following questions on AVT Shop Safety Compliance:

1. Chapter _____ of the Electronics Manual takes precedence when there is a conflict with other publications concerning AVT shop safety.
2. Chapter _____ and section _____ of the Electronics Manual lists the responsibilities of personnel concerning unit safety.
3. The _____ approves the type of floor matting used in the Coast Guard.
4. Electrical and electronic shop floor matting must comply with MIL-SPEC _____.
5. The minimum voltage rating requirement for the rubber gloves is _____ volts.
6. _____ must be worn over the rubber gloves to protect them.
7. What piece of safety equipment is required when cutting, grinding, or handling hazardous liquids?

8. What sign must be displayed at the bottom and top of access ladders to electronic equipment in the way of smoke pipe gases? _____
9. What is the name and number of the manual used to reference the proper lettering and color markings used with electronic and electrical equipment?

10. Resolutions of practical workbench installations will be made by _____
11. What are the requirements for any electrical outlet other than 110 VAC, 60 Hz?

Continued next page

**Questions
(Continued)**

12. What is the workbench lighting requirements for electrical or electronic shops?

13. What are the inspection frequency requirements for electrical and electronic shop electrical outlets and bench wiring?

14. What is the purpose for inspecting electrical and electronic shop workbench structures?

15. What type of posters must be posted in all electrical and electronic spaces?

16. _____ is the approved solvent used for cleaning Coast Guard electronic or electrical equipment.
17. What is the maximum exposure time to RF radiation above the Permissible Exposure Limits (PEL's) that is allowable before detectable damage to body tissues occurs?

18. What manuals are used to reference detailed information on the installation, painting, and the posting of warning signs for shore antenna systems? _____
19. A _____ brush should never be used to clean battery cells.
20. What is the ventilation air change requirements for Nickel-cadmium battery shops?

21. What is the grounding requirements for portable electronic equipment?

Continued next page

**Questions
(Continued)**

22. What manual lists the criteria for lighting minimums of shops, offices, workrooms, stairways, corridors, passageways and hangars?

23. The visual inspection interval requirement for shop fire extinguishers is

24. Where is the compliance of the visual fire extinguisher checks recorded

Feedback

Compare your answers to the feedback provided below. If you had trouble with this self-quiz, please review the appropriate section in the applicable reference.

Question	Answer	Reference
1.	Two	M10550.25 Ch. 2
2.	two, three	M10550.25 Ch. 2
3.	Commandant (G-SEN)	M10550.25 Ch. 2
4.	M-15562D	M10550.25 Ch. 2
5.	5,000	M10550.25 Ch. 2
6.	Leather glove shells	M10550.25 Ch. 2
7.	face shield	M10550.25 Ch. 2
8.	DANGER-Personnel are cautioned to guard against poisonous effects of smoke pipe gases while servicing equipment aloft.	M10550.25 Ch. 2
9.	Coatings and Color Manual, COMDTINST M10360.3	M10550.25 Ch. 2
10.	the safety officer and the shop supervisor	M10550.25 Ch. 2
11.	Must be labeled	M10550.25 Ch. 2

Continued next page

AVT Shop Safety Compliance Self-Quiz Feedback (Continued) 6.D.03c

Feedback (Continued)

The following is a continuation of the AVT Shop Safety Compliance Self-Quiz Feedback.

Question	Answer	Reference
12.	no less than 100 foot candles	M10550.25 Ch. 2
13.	at least quarterly	M10550.25 Ch. 2
14.	to ensure that working conditions or bench configurations have not changed	M10550.25 Ch. 2
15.	Posters on resuscitation	M10550.25 Ch. 2
16.	TRICHLOROETHANE	M10550.25 Ch. 2
17.	Six minutes	M10550.25 Ch. 2
18.	Civil Engineering Manual, COMDTINST M100/Coatings and Color Manual, COMDTINST M10360.3	M10550.25 Ch. 2
19.	wire	M13020.1 Ch. 12
20.	Three to four air changes per hour	M13020.1 Ch. 12
21.	Should be equipped with 3 wire AC cords and plugs.	M13020.1 Ch. 12




Continued next page

6.D.03c AVT Shop Safety Compliance Self-Quiz Feedback (Continued)

Feedback (Continued)

The following is a continuation of the AVT Shop Safety Compliance Self-Quiz Feedback

Question	Answer	Reference
22.	COMDTINST M11000	M13020.1 Ch. 12
23.	monthly	M13020.1 Ch. 12
24.	on the tag attached to the extinguisher	M13020.1 Ch. 12

Performance	INSPECT work areas, tools and aviation equipment for safety compliance. <hr/>
References	<p>The following references should be used to research the safety information prior to conducting the above inspection:</p> <ul style="list-style-type: none">• Electronics Manual, COMDTINST M10550.25• Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series) <hr/>
Performance Objective 1	<p>Given a work area, tools and aviation equipment, RESEARCH the applicable safety regulations IAW one or more of the above publications.</p> <p>_____ </p> <hr/>
Performance Objective 2	<p>Given an AVT work area and the necessary equipment, INSPECT the work area for safety compliance IAW the applicable publications.</p> <p>_____ </p> <hr/>
Performance Objective 3	<p>Given AVT tools and aviation equipment, INSPECT the tools and aviation equipment for safety compliance IAW the applicable publications.</p> <p>_____ </p> <hr/>

APPENDIX A, PAMPHLET REVIEW QUIZ ANSWER KEY

1. To requisition parts, tools and materials, you would use form _____ or the unit's equivalent.
 - A. CG-4200
 - B. CG-4400
 - C. CG-4940
 - D. DD-4940
2. Which Commandant Instruction provides details on how to make an open market purchase?
 - A. COMDINST M3502.14
 - B. COMDINST M4000.16
 - C. COMDINST M4200.13
 - D. COMDINST M5210.5
3. An open market purchase must be set aside for a small business if the purchase price is between _____.
 - A. \$2,500.01 and \$100,00,00.00
 - B. \$10,000.00 and \$100,000.00
 - C. \$15,000.00 and \$200,000.00
 - D. \$25,000.00 and \$200,000.00
4. To make an open market purchase over \$2,500.00 and up to \$100,000.00, competitive price quotes must be obtained from how many sources, unless the vendor is a sole source?
 - A. 1
 - B. 2
 - C. 3
 - D. 4
5. Which form is used to make an open market purchase?
 - A. D.O.T. Procurement Request Process Rapidly Form
 - B. D.O.T. Small Purchase Request
 - C. CG-4315
 - D. CG-5155
6. Which of the following ACMS reports listed below can be used to provide component history to form a trend analysis and identify problem areas?
 - A. Configuration Report
 - B. Maintenance Due list
 - C. Significant Component History Report
 - D. A, B, and C
7. What manual is used to find additional information on the ACMS reports used by maintenance personnel?
 - A. M3710.1
 - B. M5181
 - C. Forms and Reports
 - D. CGTO PG-85-00-10
8. The Configuration Report primarily lists all sub-components of a major assembly tracked by _____.
 - A. part name
 - B. stock number
 - C. serial number
 - D. part

APPENDIX A, PAMPHLET REVIEW QUIZ ANSWER KEY

9. Which component materiel condition tag is attached to a component, unserviceable or not, when special handling is required?
- A. DD-1572
 - B. DD-1572-A
 - C. DD-1577
 - D. CG-1577A
10. When a component is shipped without an attached UR, how many days from the original shipping date will ARSC wait before generating a letter to the Command requesting completion of a UR?
- A. 10
 - B. 12
 - C. 14
 - D. 16
11. The term "265" is interchangeable with condition code _____.
- A. F
 - B. G
 - C. S
 - D. U
12. Following receipt of shipping orders, type-1 material shall shipped be as soon as practical but no later than _____ days.
- A. 5
 - B. 10
 - C. 14
 - D. 15
13. What type of material shall be used to eliminate damage to a component when attaching condition tags?
- A. Soft
 - B. Non rusting safety wire
 - C. Break-away wire
 - D. Anything that holds securely
14. Which manual lists the responsibilities of the EIR property custodian?
- A. EIR Manual
 - B. Electronics Manual
 - C. Aeronautical Engineering Maintenance Management Manual
 - D. Comptroller Manual
15. How long should signed AIM historical records be retained on file?
- A. 3 months
 - B. 13 months
 - C. 3 years
 - D. 13 years
16. Who is solely responsible for the safety of personnel?
- A. Safety Officer
 - B. Engineering Officer
 - C. Commanding Officer
 - D. Quality Assurance Officer

APPENDIX A, PAMPHLET REVIEW QUIZ ANSWER KEY

17. What manual lists the requirements concerning electrical and electronic equipment lettering and color marking?
- A. M13020.2
 - B. M5600.1
 - C. M10360.3
 - D. M10550.25
18. What chapter in the M10550.25 lists the inspection criteria for electrical and electronic shop work benches?
- A. 2
 - B. 7
 - C. 11
 - D. 27
19. What type of posters shall be posted in all electrical/electronic spaces?
- A. Fire fighting
 - B. RF radiation
 - C. Emergency cut-off sites
 - D. Resuscitation
20. What is the approved solvent used to clean Coast Guard electrical or electronic equipment?
- A. Trichloroethane
 - B. Carbon Tetrachloride
 - C. Bromoethane
 - D. Tetrafluorocarbon
21. What is the time limit above the Permissible Exposure Limits to RF radiation allowed before detectable damage to body tissues occurs?
- A. 30 seconds
 - B. 1 minute
 - C. 6 minutes
 - D. 16 minutes
22. Which manual lists detailed information on installation of shore antenna systems?
- A. M100 and M10360.3
 - B. M13020.1 and M3710.1
 - C. M10550.25 and 13020.1
 - D. M100 and M10550.25
23. Who should you contact to determine the requirements for eyewash fountains and emergency showers?
- A. Bio-environmental Engineering Section and Ground Safety Office
 - B. National Environmental Agency
 - C. Hazardous Material Containment Agency
 - D. Emergency Response Center
24. Portable electronics test equipment must meet the requirements of _____.
- A. Underwriters Laboratory
 - B. Air Force
 - C. Federal Aviation Administration
 - E. National Electrical Safety Code

APPENDIX A, PAMPHLET REVIEW QUIZ ANSWER KEY

25. Painting of ceilings and walls should be done in a manner to give _____.

- A. a warm feeling
- B. maximum RF reflection
- C. maximum RF absorption
- D. maximum light without glare

26. Location of fire extinguishers shall be clearly identified by _____.

- A. phosphorescent paint
- B. emergency lighting
- C. signs or color markings
- D. locating lines

APPENDIX B, PAMPHLET QUIZ ANSWER KEY

<u>QUESTIONS</u>	<u>ANSWER</u>	<u>REFERENCE</u>
1.	C	6A02c Pg. 8
2.	C	6A02c Pg. 14
3.	A	6A02c Pg. 15
4.	C	6A02c Pg. 15
5.	A	6A02c Pg. 17
6.	D	6A02c Pg. 3
7.	D	6A02c Pg. 4
8.	C	6A02c Pg. 4
9.	D	M13020.1 Pg. 4
10.	C	M13020.1 Pg. 4
11.	A	M13020.1 Pg. 7
12.	D	M13020.1 Pg. 7
13.	A	M13020.1 Pg. 7

APPENDIX B, PAMPHLET REVIEW QUIZ ANSWER KEY

<u>QUESTIONS</u>	<u>ANSWERS</u>	<u>REFERENCE</u>
14.	B	M10550.25 Pg. 6
15.	C	M10550.25 Pg. 6
16.	C	M10550.25 Pg. 2
17.	C	M10550.25 Pg. 2
18.	A	M10550.25 Pg. 2
19.	D	M10550.25 Pg. 2
20.	A	M10550.25 Pg. 2
21.	C	M10550.25 Pg. 2
22.	A	M10550.25 Pg. 2
23.	A	M10550.25 Pg. 12
24.	D	M10550.25 Pg. 12
25.	D	M10550.25 Pg. 12
26.	C	M10550.25 Pg. 12

APPENDIX C, REFERENCES

<u>Publication Number</u>	<u>Publication Name</u>
COMDTINST M10360.3 (series)	Colors and Coatings Manual
COMDTINST M13020.1 (series)	Aeronautical Engineering Maintenance Management Manual
CMODTINST M10550.25 (series)	Electronics Manual
COMDTINST M4200.13 (series)	Simplified Acquisition Procedures Handbook
COMDTINST M4400.19	Supply Policy and Procedures Manual
COMDTINST M4500.5 (series)	Property Management Manual
COMDTINST M5100.47 (series)	Safety and Environmental Health Manual
GSA Supply Catalog	General Services Administration Supply Catalog
AIM User Manual	Accountable Item Management Manual
EIR Job Aid	Electronics Inventory Record Job Aid
CGTO PG-85-00-10	ACMS User's Manual

APPENDIX C, REFERENCES

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APPENDIX D, STUDENT FEEDBACK FORM

Instructions

Please use this form for any feedback you may have concerning this course. Submit your recommendations IAW instructions on page D-2.
Note: Use the reverse side of this page if more space is needed.

How?

Note your suggestions, corrections, and comments below:

Page	Location on Page	Recommendations

Your Comments

If you were writing this pamphlet, what improvements would you make?
What was good about it? What didn't you understand?
Please be specific in your comments/suggestions.

To Contact You

Please provide the following information so that we can contact you if needed.

Name	Unit	Phone
		()

APPENDIX D, STUDENT FEEDBACK FORM

Submit Suggestions

After completing this form please mail, FAX, or phone your information to:

Commanding Officer PHONE: (252) 335-6856
U.S. Coast Guard Aviation FAX: (252) 335-6103
Technical Training Center
Attn: AVT Subject Matter Specialist (NRT)
Elizabeth City, NC 27909-5003
